



## Travel Request

[HELP](#)

### 1. Employee Information

Employee Name	Eswar Menon	Dept.	Retirement Services
Job Title	PF Board Vice Chair	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	<input type="radio"/> Hourly <input checked="" type="radio"/> Salaried	Select Purpose	<input checked="" type="radio"/> In-State <input type="radio"/> Out-of-State
<input type="radio"/> Yes <input checked="" type="radio"/> No			

### 2. Group Travel

Names of other Travelers		
	3	5
	4	6

### 3. Travel Itinerary

Event Name:	With Intelligence The Annual 2026		
Event Location:	Fairmont Century Plaza	City:	Los Angeles
		State:	CA
Departure Date:	4/20/26	Event Start Date:	4/20/26
		Event End Date:	4/22/26
		Return Date:	4/22/26

### 4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	With Intelligence The Annual 2026 - Complimentary	\$0.00
Airfare	OAK to LAX, LAX to OAK	\$265.00
Lodging	Courtyard by Marriott Los Angeles Century City - 4/20 - 4/22 (2 nights)	\$764.60
Ground Transportation	Uber - Home to OAK, LAX to Hotel, Hotel to Conference (x3), Conference to Hotel (x3), Hotel to LAX, OAK to Home	\$309.36
Per Diem <small>(from worksheet)</small>	Included: 4/20 lunch, 4/21 breakfast & lunch, 4/22 lunch	\$151.25
Parking		
Other		
Total Estimated Expenses		\$1,490.21

### 5. Cash Advance Requested

 Cash advance requested? ☐ Yes ☒ No

I am requesting a cash advance for Per Diem in accordance with the [City Policy Manual, Section 1.8.2. \(4.3\)](#) and acknowledge my responsibility to file a Reimbursement of Travel within 14 days after the Return Date entered above. Should I not fulfill my obligation to file a reimbursement within this timeline, I hereby authorize the City to deduct the amount of this advance from my wages. I have read and understand the [City's Travel Policy](#) and that this Statement complies with the policy and its intent.

### 6. Notes

Lodging - In accordance with The Trustee Travel Policy 32(b) - Trustees are expected to stay at the hotel at which the program takes place, unless; there is a less-expensive hotel option within five miles of the hotel at which the program takes place. The alternate hotel option is 0.7 miles away from the Fairmont Century Plaza (Conference Venue).

### 7. Certification

I certify that the requested travel is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.

Employee		Eswar Menon	12/9/25
	Emp ID #	Signature	Date
I certify that I have evaluated the requested travel activity and confirm that the request is complete and prepared in accordance with the City's Travel Policy and that the estimated expenses will be incurred for the purpose of City business.			
Direct Supervisor		John Flynn	12/9/25
	Emp ID #	Signature	Date
I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.			
Travel Coordinator			
	Emp ID #	Signature	Date
I certify that I have evaluated the requested travel activity and confirm that the estimated expenses will be incurred for purposes of City business, are in compliance with the City's Travel Policy and are within budgetary limits.			
Approving Official			
	Emp ID #	Signature	Date



*Office of Retirement Services*

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Federated City Employees' Retirement System  
Police and Fire Department Retirement Plan

December 9<sup>th</sup>, 2025

Police and Fire Retirement Board,

I would like to attend the Pension Bridge Annual Conference that will be held at the Fairmont Century Plaza in Los Angeles, CA from April 20<sup>th</sup>-22<sup>nd</sup>, 2025.

The Pension Bridge Annual Conference brings together GPs and LPs from all over the world. It is quite informative in terms of detailed discussion of all asset classes, allows networking with Trustees and Investment Officers from other public funds and endowments. I have attended this for several years and it has been very useful to stay current.

*Eswar Menon*

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Eswar Menon  
Vice Chair Police and Fire Retirement Board