



Travel Request

FIN-TRR-001724

1. Employee Information

Employee Name: John Flynn

Department: Retirement Services

Employee Email: [REDACTED]

Supervisor Name: John Flynn

Employee ID#: [REDACTED]

Supervisor Email: [REDACTED]

Position/Title: Dir of Retirement Svcs & CEO U

Supervisor Title: Dir of Retirement Svcs & CEO U

2. Request Details

Type of Request: New Request

Type of Travel Request : Out of State Travel

Is your travel or part of travel waived or paid by a 3rd party?: No

Group Travel: No

3. Travel Itinerary

Name of the Event: NCPERS Accredited Fiduciary (NAF) Program - Module 1 & 2

Location of the Event: Omni Fort Lauderdale Hotel

Location Address of the Event: 1850 SE 17th St, Fort Lauderdale, FL 33316, USA **Location Zip:** 33316

Travel Departure Date:
10/24/2025

Travel Departure Time:
08:50 AM

Event Start Date:
10/25/2025

Event End Date:
10/26/2025

Return Time: 01:45 PM

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Early Bird Registration	\$900.00
Airfare/Extra Luggage	SJC to FLL, FLL to SJC	\$237.00
Lodging	Omni Fort Lauderdale Hotel - \$279/night + \$43 resort fee + 7% tax	\$1,707.65
Public Transportation	Uber - Home to SJC, FLL to Hotel, Hotel to FLL, SJC to Home	\$62.80
Per Diem	Per Diem Per Chart Above	
	Total Estimated Expenses	\$2,907.45

5. Exceptions

Exceptions to be Considered: The NCPERS Accredited Fiduciary (NAF) Program is being held in conjunction with the NCPERS FALL Conference (submitted in a separate workflow FIN-TRR-001739). Traveler will be staying at the same hotel for both conferences. Airfare and transportation estimates for the entire trip are included in this workflow to avoid duplicate information.

6. Cash Advance Requested

Cash Advance: No

7. Employee Acknowledgement

I certify that hte 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.

8. Supervisor

Supervisor Name: John Flynn

Supervisor Email: [REDACTED]

Supervisor Title: Dir of Retirement Svcs & CEO U

Supervisor Decision: Approved - Send to Travel Coordinator

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

× *John Flynn*

Signed By: [REDACTED]
Date Signed: 07/11/2025 10:10:02 AM -07:00 GMT
IP Address: [REDACTED]

9. Additional Reviewer 1

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.

10. Additional Reviewer 2

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.

11. Additional Reviewer 3

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.

12. Additional Reviewer 4

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.

13. Additional Reviewer 5

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.

14. Travel Coordinator

Travel Coordinator Name: Gina Rios

Travel Coordinator Email: [REDACTED]

Travel Coordinator Title: Senr Accountant

Travel Coordinator Decision: Approved

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.

× *Gina Rios*

Signed By: Gina Rios - [REDACTED]
Date Signed: 07/17/2025 11:54:18 AM -07:00 GMT
IP Address: [REDACTED]

15. Approving Official

Approving Official Name: Barbara Hayman

Approving Official Email: [REDACTED]

Approving Official Title: Deputy Dir U

Approving Official Decision: Approved

Approving Official Comments: approved

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.

× *BHayman*

Signed By: BHayman - barbara.hayman@sanjoseca.gov
Date Signed: 07/17/2025 11:57:32 AM -07:00 GMT
IP Address: [REDACTED]

16. City Manager's Office

17. Accounts Payable Group

18. Director of Finance



Per Diem Expense Worksheet

1. Dates & Rates

Departure Date	10/24/2025
Departure Time	08:50 AM
Event Start Date	10/25/2025
Event End Date	10/26/2025
Return Time	01:45 PM
CONUS/OCONUS Rate for Lodging	0
Maximum Daily Rate	
Maximum Total Lodging for Trip (excluding tax)	\$0.00
CONUS/OCONUS Rate for Meals and Incidentals	

2. Per Diem - Lodging

Date	Daily Rate	Taxes	Total Reimbursable Lodging Expenses
Friday, October 24, 2025	\$279.00	\$62.53	\$341.53
Saturday, October 25, 2025	\$279.00	\$62.53	\$341.53
Sunday, October 26, 2025	\$279.00	\$62.53	\$341.53
Monday, October 27, 2025	\$279.00	\$62.53	\$341.53
Tuesday, October 28, 2025	\$279.00	\$62.53	\$341.53
Total			\$1,707.65

3. Per Diem - Meals and Incidentals

Travel Day	Breakfast Lunch Dinner Incidentals	Meals Provided with Registration	Adjustment for Provided Meals	Additional Adjustments	Maximum Per Diem for Meals and Incidentals
Friday, October 24, 2025			\$0.00		\$0.00
Saturday, October 25, 2025		Checked			
		Checked	\$0.00		\$0.00
Sunday, October 26, 2025		Checked			
		Checked	\$0.00		\$0.00
Monday, October 27, 2025			\$0.00		\$0.00
Tuesday, October 28, 2025			\$0.00		\$0.00
Wednesday, October 29, 2025			\$0.00		\$0.00



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NAF Modules 1&2: Governance & Finance

AGENDA

Fall 2025 Class

As of 5/29/25

SATURDAY, OCTOBER 25

6:30 am – 3:00 pm **REGISTRATION**

7:00 am – 8:00 am **BREAKFAST**

8:00 am – 3:15 pm

MODULE 1 – GOVERNANCE

In this Module participants explore the foundational responsibilities, accountabilities, and governance models that guide a public pension board. This module emphasizes the importance of a high-functioning board culture and addresses key questions about the proper level of board activity, the board's role in setting strategy and direction, and best practices for attracting and retaining top board talent. By clarifying how board culture directly impacts governance outcomes, Module 1 empowers participants to navigate complex oversight challenges while steering their organizations toward long-term success.

8:00 am – 8:45 am

Introduction

Brad Kelly, Global Governance Advisors

8:45 am – 10:00 am

Board Governance

This session provides an essential overview of the fundamental roles and responsibilities of pension fund boards, focusing on effective governance strategies that enhance oversight and organizational performance. Participants will explore different board governance models and best practices for ethical leadership, risk management, and strategic planning. The session also offers practical guidance on aligning board structures and delegation based on fund size to ensure efficient and impactful governance.

SPEAKERS*Brad Kelly, Global Governance Advisors**Peter Landers, Global Governance Advisors*

10:00 am – 10:30 am

Role of the Board (Part 1)

This session offers a clear and practical overview of the Board's role within a pension fund, emphasizing how effective governance supports organizational success. Key topics include the golden rules for board members, distinctions between board and executive responsibilities, and the specific roles and accountabilities of trustees.

SPEAKER*TBD*

10:30 am – 10:45 am

REFRESHMENT BREAK

- 10:45 am – 11:30 am **Role of the Board (Part 2)**
Part 2 explores the characteristics of a healthy board culture, the dynamics between the board, CEO, and staff, and outlines key do's and don'ts for board engagement.
- SPEAKER**
TBD
- 11:30 pm – 12:15 pm **Case Study**
Peter Landers, Global Governance Advisors
- 12:15 pm – 1:15 pm **NETWORKING LUNCH**
- 1:15 pm – 2:15 pm **Board Performance**
This session explores the key elements of high-performing pension fund boards, with a focus on setting clear expectations, conducting effective meetings, and implementing evaluation processes for continuous improvement. Participants will learn best practices for trustee orientation, meeting management, and board assessments, as well as how to use skills matrices to strengthen governance.
- SPEAKER**
Peter Landers, Global Governance Advisors
- 2:15 pm – 3:15 pm **Case Study & Guest Speaker**
Peter Landers, Global Governance Advisors
- 4:00 pm – 5:30 pm **UNIVERSITY PROGRAMS NETWORKING RECEPTION**

SUNDAY, OCTOBER 26

- 7:00 am – 1:00 pm **REGISTRATION**
- 7:00 am – 8:00 am **BREAKFAST**

8:00 am – 3:30 pm

MODULE 2 – FINANCE

Building on these governance principles, Module 2 focuses on the financial expertise required for prudent fund management. Attendees learn how to access and interpret the essential information needed to make informed financial decisions, ensuring their funds remain compliant with investment policies, performance benchmarks, and disclosure standards. Participants also delve into the board's responsibilities for setting investment policies, allocating assets, mitigating risk, and overseeing transparent financial reporting.

Through these two modules, attendees develop a holistic view of how strong governance structures and strategic financial oversight work hand in hand, enabling them to serve confidently, protect stakeholders' interests, and foster the growth and stability of their public pension funds.

8:00 am – 8:15 am

Introduction

*Peter Landers, Global Governance Advisors**David Sancewich, Meketa Investment Group*

8:15 am – 10:30 am

Investment Approach & ESG Considerations

This session explores foundational principles of pension fund investing, emphasizing the board's fiduciary duty, investment policy development, and asset allocation strategy. Participants will learn how to align risk tolerance, time horizon, and performance objectives with long-term fund goals. The session also highlights the growing importance of Environmental, Social, and Governance (ESG) considerations, covering best practices in ESG policy integration, proxy voting, manager oversight, and portfolio analysis.

SPEAKERS

*David Sancewich, Meketa Investment Group**Judy Chambers, Meketa Investment Group*

10:30 am – 10:45 am

REFRESHMENT BREAK

10:45 am – 11:30 am External Advisors

This session examines the strategic use of external advisors to support the investment governance and oversight responsibilities of public pension boards. Attendees will gain insights into when and why to engage external consultants, how to evaluate different fee structures, and what defines an effective advisor relationship. The session will also highlight best practices for aligning advisor services with the fund's mission, fostering transparency, and leveraging specialized expertise to enhance decision-making and resource efficiency.

SPEAKERS

David Sancewich, Meketa Investment Group

Judy Chambers, Meketa Investment Group

11:30 pm – 12:15 pm Case Study

Brad Kelly, Global Governance Advisors

12:15 pm – 1:15 pm NETWORKING LUNCH**1:15 pm – 2:00 pm Financial Reporting and Disclosure**

This session focuses on the critical role of financial reporting and disclosure in public pension governance. Participants will explore best practices for delivering clear, accurate, and timely financial information to stakeholders, including plan sponsors, members, and the public. Topics include key reporting standards, transparency in investment performance and fees, and the importance of aligning disclosures with fiduciary responsibilities. The session will equip trustees with the knowledge to evaluate financial reports effectively and promote confidence in the fund's oversight and accountability.

SPEAKERS

David Sancewich, Meketa Investment Group

Judy Chambers, Meketa Investment Group

2:00 pm – 2:45 pm

Alternative Investing

This session provides a comprehensive overview of alternative investments—including private equity, real estate, infrastructure, and hedge funds—and their role in enhancing portfolio diversification and long-term returns. Participants will learn how to define strategic goals for alternatives, conduct manager due diligence, and evaluate investment structures. The session also addresses key challenges such as illiquidity, fee transparency, regulatory risk, and stakeholder concerns. Trustees will gain practical tools for implementing and monitoring alternative investments in alignment with fiduciary obligations and risk management objectives.

SPEAKERS*David Sancewich, Meketa Investment Group**Judy Chambers, Meketa Investment Group*

2:45 pm – 3:30 pm

Case Study & Guest Speaker*Peter Landers, Global Governance Advisors*

CONTINUING EDUCATION (CE) CREDITS

By attending NAF Modules 1&2, you can earn up to **12.75 Continuing Education (CE) hours** toward your Accredited Fiduciary (AF) recertification and/or state-mandated continuing education requirements. CE credits are automatically recorded in your NCPERS membership account after the conference, where you can log in to download your CE certificate.

NCPERS is an accredited Minimum Educational Training (MET) sponsor for Texas public retirement systems, as recognized by the State Pension Review Board. This accreditation does not imply an endorsement by the Board regarding the quality of the MET program.

Additionally, NCPERS is a recognized learning provider and continuing education sponsor in multiple states. Attendees are encouraged to check with their state's requirements to confirm CE eligibility.

Event Registration

Annual Conference & Exhibition (ACE)

Center for Online Learning

Chief Officers Summit

Communications & Member Services Summit

FALL Conference

Legislative Conference & Policy Day

NCPERS Accredited Fiduciary (NAF) Program

» About NAF

» NAF Registration

» NAF Modules 1&2: Governance & Finance

» NAF Modules 3&4: Risk Management & Human Capital

» Accreditation Requirements

» NAF Recertification Information

» CE Approved Provider List

NCPERS University

Program for Advanced Trustee Studies (PATs)

Public Pension Funding Forum

Public Pension HR Summit

Public Safety Conference

Trustee Educational Seminar (TEDS)

Conference Archives

Future Conferences & Events

National Conference on Public Employee Retirement Systems
1201 New York Avenue, NW, Suite 850, Washington, DC 20005

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✉ info@ncpers.org

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