



Memorandum

TO: Board of Administration
Police & Fire Department Retirement Plan

FROM: Mallory Vidal
Staff Specialist, Administration

SUBJECT: Request for Retroactive Approval of Trustee Travel and Reimbursement of Expenses

DATE: August 29, 2023

Approved: *Roberto L. Peña*

Date: Aug 30, 2023

RECOMMENDATION

Staff recommends that the Board make an exception for the Trustee's good faith failure to timely obtain advance approval to attend the Pension Bridge Annual 2022 Conference, and to authorize Staff to reimburse the Trustee's reasonable expenses incurred in attending the conference.

BACKGROUND

The annual Pension Bridge Conference provides valuable educational content for public pension fund trustees and has been a favored conference for trustees of both the Police and Fire Plan and the Federated Plan for several years. Last year, Trustee Sunita Ganapati was late in learning about and registering for the April 18-20, 2022, conference, and could not seek the Board's advance approval in a timely manner, as required by the Plan's Travel Policy. Rather than miss the conference and its educational value, Trustee Ganapati attended and advanced the associated expenses out-of-pocket. Trustee Ganapati submitted the appropriate Travel Content Report in July, 2023 (copy attached.)

Estimated reimbursable expenses for this conference are \$ 249.18 _____. Trustee Ganapati has submitted the required expense receipts.

Staff recommends the Board approve this one-time exception to the approval policy and authorize Staff to reimburse Trustee Ganapati the sum of \$ 249.18 _____.

_____*Mallory Vidal*_____

Mallory Vidal
Staff Specialist

Attachment: Travel Content Report