



Travel Request

[HELP](#)

1. Employee Information

Employee Name	Sunita Ganapati	Dept.	Retirement Services
Job Title	PF Board Trustee	Visible Code	
Employee ID		Home Zip Code	
Hourly / Salaried	☐ Hourly ☒ Salaried	Select Purpose	☒ In-State ☐ Out-of-State
			Phone No.

2. Group Travel

☐ Yes ☒ No	
Names of other Travelers	
3	5
4	6

3. Travel Itinerary

Event Name:	Northern California Annual Institutional Forum		
Event Location:	Claremont Club & Spa, A Fairmont Hotel	City:	Berkeley
Departure Date:	12/8/25	Event Start Date:	12/8/25
		Event End Date:	12/9/25
		Return Date:	12/9/25

4. Estimated Travel Expenses

Category	Detailed Description	Estimated Expense Amounts
Registration	Northern California Annual Institutional Forum - Complimentary Attendance	\$0.00
Airfare	NA	NA
Lodging	Claremont Resort and Spa - \$382 - \$244.86 (less expensive option) = \$137.14 will be paid by Trustee	\$244.86
Ground Transportation	Home to Conference and Conference to Home: 80.5 miles x .70 per mile	\$56.35
Per Diem (from worksheet)	Conference provides lunch on 12/9	\$118.50
Parking	1 overnight stay at Claremont Hotel	\$35.00
Other	Dumbarton toll one way	\$8.00
Total Estimated Expenses		\$462.71

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 section 32(b): Trustees are expected to stay at the hotel at which the Program takes places unless: (b) There is a less expensive hotel option with five miles of the hotel at which the program takes place.

The Graduate Hotel is a less expensive alternative 1.6 miles away from the Claremont hotel. Traveler has requested to stay at the host hotel and pay the rate difference. The Traveler will be charged the one night stay at the host hotel and will be reimbursed the amount equivalent to the less expensive hotel.

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	<i>Sunita Ganapati</i>	Sunita Ganapati	11/4/25
Emp ID #	Signature	Print Name	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	<i>Franco Vado</i>	Franco Vado	11/6/25
Emp ID #	Signature	Print Name	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	Print Name	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	Print Name	Date



Memorandum

TO: Police and Fire Retirement Board

FROM: Sunita Ganapati

SUBJECT: Sunita Ganapati

DATE: November 3, 2025

Approved:

Date:

To whom it may concern:

I am requesting to attend the Northern California Institutional Forum in Berkeley. This Forum is useful for institutional investors navigating today's evolving alternatives landscape. This is an opportunity to join fellow investors and leading fund managers to exchange insights on portfolio strategy, risk, and return across private markets, credit, hedge funds, and real assets. This forum would keep me abreast of investment trends. The conference is focused on Pensions and Endowments in California

Due to the conference's late end time on December 8th and early start on December 9th, I am requesting an overnight stay at a hotel within 5 miles of the conference venue. This adjustment will ensure my full participation and effectiveness in the session.

The City of San Jose Police and Fire Retirement board has a significant exposure to private markets and this would be an educational conference to attend.

Sunita Ganapati
Sunita Ganapati
Police and Fire Trustee