ORS Travel Reimbursement

Office of Retirement Services

1. Trustee Information

Trustee Name	Eswar Menon
Board	Police & Fire
Departing Location	[redacted]

2. Group Travel

Yes **No**

Names of other travelers

1	3	5
2	4	6

3. Travel Itinerary

Event Name:	With Intelliegence - The Annual 2026
Event Location:	Fairmont Century Plaza

Departure Date: 4/20/26 Event Start Date: 4/20/26 Event End Date: 4/22/26 Return Date: 4/22/26

4. Estimated Traveler Expenses

Category	Detailed Description	Estimated Expense	Actual Expense	Prepaid Expense Amount	Prepaid Expense Method
Registration	With Intelliegence - The Annual 2026 (Complimentary)	-	-	-	-
Airfare	SFO to LAX, LAX to SFO via United Airlines	$ 265.00	$ 277.41	$ 277.41	
Lodging	Fairmont Century Plaza 4/20 - 2/22	$ 764.60	$ 904.00	$ 904.00	
Ground Transportation	Drivemate - Home to SFO, SFO to Home; Lyft - LAX Area to Hotel, Hotel to LAX	$ 309.36	$ 294.24		
Per Diem	Inlcuded: 4/20 lunch, 4/21 breakfast & lunch, 4/22 lunch	$ 151.25	$ 152.25		
Parking		-	-	-	-
Other					
Total		**1490.21**	**1627.9**	1181.41	

5. Unforeseen Travel Expenses (expenses that were not preapproved)

	Final Total Travel Expense	**$ 1,627.90**
	Prepaid Expense	**$ 1,181.41**
	Total due to trustee	**446.49**

6. Notes

Lodging: The traveler stayed at the conference hotel at the conference rate, which resulted in actual expenses being higher than originally estimated. This is in accordance with the amended Trustee Educational Travel Policy, Section 40a, Trustees should stay at the program hotel at the least expensive negotiated conference rate available.

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	Eswar Menon	4/30/26
	Employee 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	[redacted]	John Flynn	John Flynn	4/30/26
	Employee 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

Travel Coordinator	[redacted]	Gina Rios	Gina Rios	5/05/26
	Employee 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

Approving Official	[redacted]	BHAyman	Barbara Hayman	5/5/2026
	Employee ID #	Signature	Print Name	Date