



BOARD OF RETIREMENT

Staff Report

File #: 21-169

Agenda Date: 11/4/2021

Agenda #: 8.

FROM: Debby Cherney, Chief Executive Officer

SUBJECT: Travel Request

RECOMMENDATION:

Ratify the attendance and related expense of Louis Fiorino to the Invesco Real Estate Global Client Conference held in San Diego, CA, on November 2-4, 2021.

BACKGROUND:

This is not one of our pre-authorized education providers, and thus requires advance approval under Education & Training Policy No. 001 *Trustees Education/Training Policy*. While this event is occurring prior to the Board meeting, the Policy provides:

“The Board’s practice is to encourage requests for approval before an expenditure is incurred, but recognizes that post-expenditure approvals may be necessary on an infrequent non-recurring basis. In such instances, approval may be requested at the next immediate board meeting at which it is practical to agendaize the requests after the travel has occurred. If such expenses are not approved, and an SBCERA corporate credit card was used for such expense, the trustee shall reimburse SBCERA for any charges within 30 days.”

The estimated cost for each attendee is list below:

Travel:	Mileage Airfare Rental Car	\$120
Lodging:	2 Night Stay (\$370/night) + Taxes and Fees	\$740
Meals:	Actual Costs	\$17
<i>Quantity of Meals</i>	<i>Breakfast 1 Lunch 0 Dinner 0</i>	
Registration:	Attendance Fee	\$0
Other:	Tips Incidentals Parking	<u>\$40</u>
Estimated Total:		\$917

BUDGET IMPACT:

Costs for this item are included in the current year administrative budget.

STRATEGIC PLANNING GOAL/OBJECTIVE:

Operational Excellence & Efficiency

STAFF CONTACT:

Debby Cherney

ATTACHMENTS:

Exhibit A: Conference Agenda