

## Section 1.0 GUIDANCE FOR BOARD MEMBERS

### 1.2 BOARD EDUCATION AND TRAVEL POLICY

*Adopted: May 26, 2009; Revised: June 22, 2010; December 13, 2011; March 11, 2014; September 23, 2014; February 12, 2019; January 14, 2020*

#### I. STATEMENT OF PURPOSE

Los Angeles City Charter Section 1106(c), consistent with Article XVI, Section 17 of the California Constitution requires the Board to exercise a *Prudent Person Standard*, discharging their duties with respect to its system, with care, skill, prudence, and diligence. It is imperative that LACERS Board Members maintain a broad and current understanding of issues affecting the administration of public pension systems to fulfill their fiduciary duties. This policy recognizes and affirms the role of education in ensuring Trustees have the knowledge to successfully discharge their duties as fiduciaries.

The Board establishes a standard of a minimum of 24 hours of Board Member education within the first two years of assuming office and for every subsequent two-year period in which the Board Members continue to hold membership on the Board. A report detailing the training and education received by the respective Board Members during the two-year periods will be published on the LACERS website.

#### II. EDUCATIONAL OBJECTIVES

This policy defines a *Prudent Person Standard* for Trustees as a general understanding of:

- A. The role of the Board Members and the role of staff
- B. The obligations and role of fiduciary and the paramount duties of loyalty and prudence
- C. The business model (including knowledge of true measure of success, the driving factors that determine success and the major business risks associated with public pension systems; namely, in the areas of investments and benefit administration).
- D. Governance principles
- E. The legal and legislative environment
- F. Actuarial principles
- G. Plan design and other benefit program
- H. Investment and asset allocation strategies

#### III. NEW TRUSTEE ORIENTATION PROGRAM

To ensure that newly appointed and elected LACERS Board Members are securely grounded in their role as fiduciaries at the outset of assuming such an important responsibility, each shall participate in the New Trustee Orientation Program which offers critical background information and education on the Board's governance responsibilities, the knowledge of which is essential for the fullest possible engagement of each Board Member in every aspect of pension fund management.

The structure of the orientation will generally be as follows:

- A. Day 1
  - Morning
    1. History and overview of LACERS
    2. Fiduciary Responsibility
    3. Ethics Training
  - Afternoon
    1. Board Governance

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2. Benefits and Services
3. Actuarial Concepts

#### B. Day 2

1. Investment Concepts
2. Operations
3. Legal Representation and Law
4. Current Topics for LACERS
5. Tour of the offices and boardroom

#### IV. IN-HOUSE EDUCATION PROGRAM

To provide updates on various issues affecting the administration of public pension systems, in-house education sessions will occur periodically at regular Board meetings or organized as stand-alone sessions. The General Manager will arrange in-house training for the Board based on the schedule below and as-needed:

##### A. Mentoring

Any new Board Member may request a mentor to assist him or her in becoming familiar with his or her responsibilities on the Board. If a request is made, the Board President will designate an experienced Board Member to be a mentor to the new Board Member for a period of one year.

##### B. Investment Education

At least once per fiscal year, an investment educational session for all Board Members shall be conducted. The General Manager shall survey the Board to identify specific investment topics of interest.

##### C. Fiduciary Education Sessions by Fiduciary Counsel

Each year, outside Fiduciary Counsel will provide fiduciary education to the Board.

##### D. Actuarial Education

Each year, an actuarial education session will be provided to the Board.

##### E. Healthcare Benefits Education

Each year, a healthcare benefits education session will be provided to the Board.

##### F. Retirement Benefits

Each year, an update of the issues regarding retirement benefits will be provided to the Board.

##### G. Ethics Training

Board Members are required to participate or attend the City's Ethics training during the first year of appointment and then once every two years. Refresher ethics training will be provided to the Board annually.

##### H. Other As-needed Topics

Staff will periodically coordinate educational sessions for the Board on topics of general interest or topics that Board Members may request.

#### V. EDUCATIONAL CONFERENCES/SEMINARS

The complexities of sound management of the assets and liabilities of a trust fund impose

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a continuing need for all Members of the LACERS Board to attend professional and educational conferences, seminars, and other educational events that will better prepare them to perform their fiduciary duties.

**A. Annual Approved List of Educational Seminars**

At the beginning of each fiscal year, the General Manager shall prepare for Board adoption a list of recommended conferences, seminars and meetings (Appendix A). The list shall identify recommended conferences for new trustees, and make a concerted effort to reflect educational opportunities at Southern California universities available for pension trust fiduciaries.

Board Members are encouraged to attend a minimum of one educational conference or seminar per fiscal year from this list.

The General Manager will prepare an annual blanket authority for Board approval for conferences included in the Approved List of Educational Seminars.

Every Board Member's participation in a pre-approved conference shall be noticed on the Board agenda following submission of the Board Travel request.

**B. Travel Requiring Explicit Board Approval**

Subject to explicit approval of the Board for each conference, the requesting Board Member shall provide appropriate justification to the Board for consideration of:

1. Requests to travel to conferences outside the List of Educational Seminars (Appendix A) will be submitted to the Board for approval, so long as the trustee's education allocation is not exceeded.
2. Requests for travel outside the United States.

**C. Travel Outside the United States**

All conferences and seminars which involve travel to a destination outside the United States must be approved by the Board. Each Board Member may attend no more than one conference which involves international travel in any 12-month period.

**D. Travel to Washington D.C. or Sacramento**

The Mayor requires notification of any travel to Washington D.C. or Sacramento. Staff will process the appropriate forms on behalf of the Trustees.

**E. Conference Invitations Received by a Board Member**

To provide all the Trustees with the same conference and seminar opportunities, the individual Board Member shall forward invitations they receive to a conference or seminar, to the General Manager or the Board Executive Assistant. LACERS will consult with the Office of the City Attorney or the City Ethics Commission for compliance with gift and disclosure requirements. If the conference or seminar clears the ethics compliance process, the Board Executive Assistant shall disseminate the conference or seminar invitation to all Board Members.

**F. This section is intentionally left blank.**

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### **G. Board Education and Travel Limitations**

Board Member travel shall adhere to the following guidelines:

- Board Members shall attend conferences or seminars that have a solid reputation for quality program content. (see Appendix A); i.e., agendas with a minimum of five hours of substantive educational content. Content shall not be geared toward marketing or the promotion of investment management and related sponsors. Topics covered during the conference or seminar must be related to the pension fund industry.
- The Board education travel budget per Trustee shall not exceed \$10,000 per fiscal year for conference fees and travel expenses. Expenses which exceed this annual allocation shall be the personal responsibility of the Board Member unless the Board approves additional travel and budget allocation prior to the conference. Expenses related to the Portfolio Concepts and Management Program offered by the International Foundation of Employee Benefits Plans in partnership with the Wharton School of the University of Pennsylvania (Wharton Executive Education: Investment Management Courses) shall not be counted as part of a Trustee's allotment of the \$10,000 per fiscal year. These courses shall be made available to new Trustees within the first two years of their service, as practicable.
- Board Members shall provide notification to the Board Executive Assistant of their interest to attend a conference or seminar at least sixty (60) days prior to the travel date.

### **H. Reports to the Board**

#### **1. Quarterly Travel Expenditure Report**

An educational travel expenditure report shall be provided to the Board on a quarterly basis, covering cumulative Board Member and staff travel for the fiscal year.

#### **2. Monthly Report on Seminars and Conferences Attended by Board Members on Behalf of LACERS**

There may be occasions where a Board Member attends seminars or conferences as a LACERS representative or in the capacity of a LACERS Board Member which are either complimentary (no cost involved) or with expenses fully covered by the Board Member.\* Since there is no expense incurred to LACERS, these seminars or conferences do not require Board approval. However, for the purpose of transparency and to avoid the appearance of impropriety, Board Members are required to report to the Board, on a monthly basis at the last Board meeting of each month, such conferences or seminars attended. Monthly reports will include conferences or seminars attended during the period preceding the said Board meeting.

*\*Please consult the City Ethics Commission for gift reporting limitations and reporting requirements.*

### **I. Meeting for Business Purpose in Compliance with the Ralph M. Brown Act**

In accordance with the Ralph M. Brown Act, a quorum comprising of majority of the members of the LACERS' Board or Committee to hear, discuss, or deliberate upon any matter which is under the subject matter jurisdiction of LACERS are meetings subject to the Brown Act. Board Members must be cognizant of this requirement and avoid

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discussing LACERS' business when in meetings or discussions with other Members of the Board.

### VI. TRAVEL EXPENSE REIMBURSEMENT POLICIES

#### **A. The LACERS Board of Administration has full authority over the trust fund expenditures including the payment of all education and related travel expenditures which it deems reasonable and appropriate for the conduct of official LACERS business.**

The Office of the City Attorney has affirmed the LACERS Board's plenary authority and fiduciary responsibility for investment of trust assets and administration of the System as codified in the California Constitution (Section 17 of Article 16). The position is further strengthened by the Los Angeles City Charter §1110(b): "The board of each pension and retirement system shall have control over their respective funds. Transfers or expenditures shall be drawn upon funds only upon demands signed by the chief accounting employee of the board. All payments from the funds shall be made upon demands prepared and approved in accordance with the provisions of the Charter."

The City's travel policies as set forth in Division 4, Chapter 5, Article 4 of the Los Angeles Administrative Code (LAAC) provide the definitions, parameters, and guidance for the majority of travel circumstances encountered for LACERS travel and will be referenced as LACERS primary travel policy. LACERS departmental travel expense reimbursement policy is meant to be in compliance with the LAAC travel and augment the policy to facilitate LACERS business. LACERS travel reimbursement policy establishes standards of reasonableness, appropriateness, and necessity for the conduct of LACERS business, and applies to all travel expenditures paid by LACERS. Expenditures which are certified as to reasonableness and appropriateness by the Department Head are to be paid by the City Controller upon demand. The Board authorizes by resolution, authority to certify travel expenditures as required by the LAAC, to the Board President for Board Member and General Manager travels; the Board Vice President for Board President travel; and the General Manager for staff, City Attorney-Retirement Benefit Office counsel, and consultant travel.

LACERS acknowledges the Los Angeles City Controller's Travel Policy applies to most other City departments. However, LACERS Board and its designees retain their plenary authority to approve all education and related travel expenditures which are reasonable and appropriate for the conduct of official LACERS business. LACERS will consider the Controller's Travel Policy and will incorporate similar rules if appropriate.

#### **B. Reimbursable Expenses**

LACERS Travelers are entitled to reimbursement of travel expenses when on official LACERS business, including reimbursement of all transportation costs, registration or attendance fees, subsistence costs and other costs reasonably and necessarily incurred on official business, subject to the guidelines outlined in this policy and in compliance with the Internal Revenue Service accountable plan rules for travel reimbursements.

A list of reimbursable expenses is included in Appendix B, which includes a summary of allowable reimbursements under the LAAC and the corresponding LACERS policy

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establishing standards for reasonableness, appropriateness, and necessity.

**C. Non-Reimbursable Expenses**

Expenditures which are incurred by a Board Member or staff that are not substantive to LACERS' business will not be reimbursed by LACERS. A list of non-reimbursable travel expenses is included in Appendix B.

**D. Event Participation Report**

Whenever a Trustee attends a conference or other event at the expense of the Fund, it shall be his or her responsibility to complete the Board Members Education Evaluation Form (Appendix D) and to provide the Board information on concerns with the event, which they believe are of significance to the System. The evaluation form must be submitted with the request for reimbursement of expenses associated with each conference attended. A reimbursement will not be made without a completed evaluation form.

**E. Travel Activity Summary**

Upon the close of the fiscal year, the General Manager shall report to the Board on Trustee (along with staff) travel expenditures throughout that year.

**VII. APPENDICES**

- A. Appendix A – List of Educational Seminar Schedule
- B. Appendix B – LACERS Travel Expense Reimbursement Policy
- C. Appendix C – Board Travel Reimbursement Checklist
- D. Appendix D – LACERS' Board Member Education Evaluation Form

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**APPENDIX A  
LOS ANGELES CITY EMPLOYEES’ RETIREMENT SYSTEM  
LIST OF EDUCATIONAL SEMINARS – FISCAL YEAR 2023-24**  
*Revised: June 13, 2023*

\*Local Conference

CONFERENCE / SEMINAR / MEETING	SUBJECT MATTER	TRUSTEE EVALUATION		
		TRUSTEE RATING		LEVEL
		Rate seminar with:		
		A	Excellent	<ul style="list-style-type: none"> <li>▪ Introductory</li> <li>▪ Intermediate</li> <li>▪ Advanced</li> </ul>
B	Very Good			
C	Good			
D	Not Beneficial			
California Association of Public Retirement Systems ( <b>CALAPRS</b> ) – General Assembly <ul style="list-style-type: none"> <li>▪ March 2-5, 2024 (Rancho Mirage, CA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> <li>▪ Audit &amp; Strategic Planning</li> </ul>	<b>A</b>	(Sohn, 2016)  (Wilkinson 2018, 2021)  (Chao, Sohn 2020)	Intermediate
<b>CALAPRS</b> – Principles of Pension Governance For Trustees <ul style="list-style-type: none"> <li>▪ August 28-31, 2023 (Malibu, CA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> <li>▪ Audit &amp; Strategic Planning</li> </ul>	<b>A</b>	(Serrano, Wilkinson 2015)	Intermediate
<b>CALAPRS</b> – Advanced Principles of Pension Management For Trustees <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> <li>▪ Audit &amp; Strategic Planning</li> </ul>			Advanced
<b>CALAPRS</b> – Trustees’ Roundtable <ul style="list-style-type: none"> <li>▪ October 27, 2023 (Virtual)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> <li>▪ Audit &amp; Strategic Planning</li> </ul>	<b>B</b>	(Chao, 2016)	Intermediate
Council of Institutional Investors ( <b>CII</b> ) – Conferences <ul style="list-style-type: none"> <li>▪ <b>Fall Conference:</b> September 11-13, 2023 (Long Beach, CA)</li> <li>▪ <b>Spring Conference:</b> March 4-6, 2024 (TBD)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> <li>▪ Audit &amp; Strategic Planning</li> </ul>	<b>A</b>  <b>B</b>	(Chao, 2017)  (Wilkinson 2015)	Intermediate  Advanced

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CONFERENCE / SEMINAR / MEETING	SUBJECT MATTER	TRUSTEE EVALUATION		
		TRUSTEE RATING		LEVEL
		Rate seminar with:		
		A	<i>Excellent</i>	<ul style="list-style-type: none"> <li>▪ <i>Introductory</i></li> <li>▪ <i>Intermediate</i></li> <li>▪ <i>Advanced</i></li> </ul>
B	<i>Very Good</i>			
C	<i>Good</i>			
D	<i>Not Beneficial</i>			
Harvard Business School – Behavioral Economics <ul style="list-style-type: none"> <li>▪ October 9-20, 2023 (Cambridge, MA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>		(Sohn, 2022)	
Harvard Kennedy School – Leadership Decision Making: Optimizing Organizational Performance <ul style="list-style-type: none"> <li>▪ October 1-6, 2023 (Cambridge, MA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public Leadership and Public Policy</li> </ul>		(S. Lee, 2021 Sohn, 2022)	Advanced
International Foundation of Employee Benefit Plans (IFEBP) – Annual Employee Benefits Conference <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Plan Admin</li> </ul>			
International Foundation of Employee Benefit Plans (IFEBP) – Trustees and Administrators Institute <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Plan Admin</li> </ul>			
International Foundation of Employee Benefit Plans (IFEBP) – Health Benefit Plan Basics – Certificate Series <ul style="list-style-type: none"> <li>▪ September 22-23, 2023 (Las Vegas, NV)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> </ul>			
International Foundation of Employee Benefit Plans (IFEBP) – New Trustees Institute <ul style="list-style-type: none"> <li>▪ <b>Level I: Core Concepts:</b> Sept. 30-Oct. 2, 2023 (Boston, MA)</li> <li>▪ <b>Level II: Concepts in Practice:</b> Sept. 30-Oct. 1, 2023 (Boston, MA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Plan Admin</li> </ul>			
International Foundation of Employee Benefit Plans (IFEBP) – The Wharton School Alternative Investment Strategies <ul style="list-style-type: none"> <li>▪ July 18 – July 20, 2023</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>			



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CONFERENCE / SEMINAR / MEETING	SUBJECT MATTER	TRUSTEE EVALUATION		
		TRUSTEE RATING		LEVEL
		Rate seminar with:		
		A	<i>Excellent</i>	<ul style="list-style-type: none"> <li>▪ <i>Introductory</i></li> <li>▪ <i>Intermediate</i></li> <li>▪ <i>Advanced</i></li> </ul>
B	<i>Very Good</i>			
C	<i>Good</i>			
D	<i>Not Beneficial</i>			
International Foundation of Employee Benefits Plan ( <b>IFEBP</b> ) – The Wharton School Portfolio Concepts and Management Course <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>			
National Conference on Public Employee Retirement Systems ( <b>NCPERS</b> ) – Annual Conference & Exhibition <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>	<b>A</b> <b>B</b>	(Wilkinson, 2017, Sohn 2018)  (Ruiz, 2016)	
National Conference on Public Employee Retirement Systems ( <b>NCPERS</b> ) – Trustee Educational Seminar (TEDS) <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>	<b>A</b>	(Sohn, 2016)	Intermediate
National Conference on Public Employee Retirement Systems ( <b>NCPERS</b> ) – Legislative Conference <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>			
Nossaman Annual Public Pensions and Investments’ Fiduciaries’ Forum Annual Update <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Legislative Governance</li> </ul>			
Pension Real Estate Association ( <b>PREA</b> ) Spring Conference <ul style="list-style-type: none"> <li>▪ March 22-23, 2023 (Seattle, WA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>	<b>A</b>	(Chao, 2017)	Intermediate
Pension Real Estate Association ( <b>PREA</b> ) Annual Institutional Investor Conference <ul style="list-style-type: none"> <li>▪ October 18-20, 2023 (Boston, MA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>	<b>A</b>	(Chao, 2017)	Intermediate

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CONFERENCE / SEMINAR / MEETING	SUBJECT MATTER	TRUSTEE EVALUATION		
		TRUSTEE RATING		LEVEL
		Rate seminar with:		
		A	Excellent	<ul style="list-style-type: none"> <li>▪ Introductory</li> <li>▪ Intermediate</li> <li>▪ Advanced</li> </ul>
B	Very Good			
C	Good			
D	Not Beneficial			
Pacific Pension & Investments Institute ( <b>PPI</b> ) <ul style="list-style-type: none"> <li>▪ <b>Summer Roundtable:</b> July 19-21, 2023 (San Francisco, CA)</li> <li>▪ <b>Winter Roundtable:</b> Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>			
Robert F. Kennedy ( <b>RFK</b> ) Human Rights Compass Conference <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>			
State Association of County Retirement Systems ( <b>SACRS</b> ) Conference <ul style="list-style-type: none"> <li>▪ <b>Fall Conference:</b> November 7-10, 2023 (Rancho Mirage, CA)</li> <li>▪ <b>Spring Conference:</b> May 9-12, 2023 (San Diego, CA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Benefits Admin</li> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>	<b>A</b> (Wilkinson, 2015, 2017, 2018) (E. Lee, 2021) (Sohn, 2022)	<b>B</b> (Chao, 2017)	Intermediate
State Association of County Retirement Systems ( <b>SACRS</b> ) / <b>UC Berkeley Program</b> – Public Pension Investment Management Program <ul style="list-style-type: none"> <li>▪ July 16-19, 2023 (Berkeley, CA)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>	<b>A</b> (Wilkinson, 2015)		Intermediate
United Nations Principles in Responsible Investing ( <b>PRI</b> ) in Person <ul style="list-style-type: none"> <li>▪ Date and Location <b>TBD</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> <li>▪ Corporate Governance</li> </ul>			
Western Economic Association International – Annual Conference <ul style="list-style-type: none"> <li>▪ TBD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>			
Women’s Alternative Investment Summit <ul style="list-style-type: none"> <li>▪ TBD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>			
Women’s Private Equity Summit <ul style="list-style-type: none"> <li>▪ TBD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Investments</li> </ul>			

**Section 1.0 GUIDANCE FOR BOARD MEMBERS****APPENDIX B****LACERS TRAVEL EXPENSE REIMBURSEMENT POLICY  
AND RELATED PROVISIONS OF CITY TRAVEL POLICY  
(LAAC Chapter 5, Article 4, §§ 4.242.1-4.242.9)***Approved March 11, 2014;**Revised September 23, 2014; February 12, 2019; November 24, 2020***I. GENERAL GUIDELINES**

A copy of the Travel and Education Policy including the Guidelines for Travel and Personal Expenses will be provided to new Board Members and staff before processing their first travel request.

- A. LACERS considers an individual traveling if:
- i) the travel is outside the geographic boundaries of Los Angeles County [LAAC §4.242.2]; and more than 50 miles away from both LACERS' offices and the traveler's home; and
  - ii) the duties require the individual to be away from the general area of the individual's primary residence substantially longer than an ordinary day's work; or
  - iii) the individual needs to sleep or rest to meet the demands of work while away from the primary residence.
- B. Costs incurred on travel days which are not conference days are allowable (subject to limitations covered in the applicable sections of the guidelines): (i) on the day before the first educational session of the conference or seminar if transportation on the first conference day would require the traveler to leave his/her point of departure (e.g., home) earlier than 9:00 a.m.; or (ii) on the day after the last educational session of the conference or seminar if transportation on the last conference day would cause the traveler to get to his/her final destination (e.g., home) after 8:00 p.m.
- C. Board approval of travel is required prior to payment of any related fees. If a Traveler elects to personally incur travel-related fees prior to the Board's approval, the Traveler assumes personal financial liability that his or her expenses may not be reimbursed.

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**II. TRANSPORTATION**

<b>A. AIR TRAVEL</b>	
LAAC Requirement	LACERS Policy
<p>Except in the case of official necessity, air travel expenses are allowable only for the lowest regular fare available for regularly scheduled airlines for the date and time selected [§4.242.2(a)(1)]</p> <p>Claims for reimbursement of higher fare or extra charges for transportation by schedule airlines are allowable only if certified by the Department Head<sup>1</sup> that he or she has reviewed and concurs with the facts constituting the official necessity. [§4.242.2(a)(1)]</p>	<ol style="list-style-type: none"> <li>1. Air travel may be used when it is the most efficient means of travel.</li> <li>2. Travelers are strongly encouraged to use the City’s authorized business travel service, CalTravelStore, to book airline reservations, but may use another travel service or reserve directly with an airline.</li> <li>3. Purchase of airline tickets outside of CalTravelStore is allowed and will be reimbursed at the lower of the actual cost of the ticket or 150% of the lowest cost one-stop airfare for the same days of travel (personal travel days excluded). Traveler is responsible for the handling of any changes, cancellations, refunds, and credits involving non-CalTravelStore reservations. Purchase of traveler’s insurance is recommended for such reservations. Traveler bears this cost, not LACERS.</li> <li>4. Air travel shall be at coach or economy fare. Coach or economy fare is presumed to be the lowest regular fare available for regularly scheduled airlines. Airfare quotes from several airlines are not necessary.</li> <li>5. Non-stop flights are permissible if the airline ticket is coach or economy class and if the cost is no more than 50% higher than the lowest cost flight with one stop.</li> <li>6. If the airline ticket is purchased from a travel service other than CalTravelStore or directly from the airline, the traveler is required to obtain a quote from CalTravelStore generated on the same day the flight was booked or no later than 72 hours after the air travel reservation was made. The quote shall be for a one-stop coach/economy class ticket from any airline for the same days of travel. It will be used for cost comparison purposes as part of the reimbursement process.</li> <li>7. When the airfare receipt shows an upgrade to business or first class accommodation,             <ol style="list-style-type: none"> <li>a. Without further justification, the traveler</li> </ol> </li> </ol>

<sup>1</sup> Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures; the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

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	<p>may be reimbursed at the lower of the lowest regular fare rate available<sup>2</sup> and actual cost, or</p> <p>b. the traveler shall provide a memo stating the case of official necessity, for approval by the Department Head<sup>1</sup>.</p> <p>8. LACERS will pay directly for airfare booked with the City's authorized business travel service, CalTravelStore.</p> <p>9. If CalTravelStore is not used, LACERS travelers must use their personal credit card to book flights or other modes of transportation.</p> <p>10. Consistent with Federal and City travel standards, coupons, or promotional mileage credits earned by the traveler during the course of LACERS business travel may be used for LACERS or personal business. The traveler will not be reimbursed for such coupons or promotional mileage credits used for LACERS travel.</p> <p>11. Fees for the first checked baggage will be reimbursed. Fees for additional checked baggage may be reimbursed if a justification for an official business need is provided.</p> <p>12. The cost of air flight insurance is not eligible for reimbursement.</p> <p>13. With pre-approval of the Department Head<sup>1</sup>, refundable airline tickets may be purchased if the traveler provides acceptable justification that the benefit of booking a refundable ticket outweighs the risk of changes in travel plans.</p>
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<sup>2</sup> The acceptable amount will be the fare verified by the Accounting staff prior to encumbrance of the travel request.

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<b>B. PERSONAL VEHICLE OR NON-AIR TRANSPORTATION</b>	
LAAC Requirement	LACERS Policy
<p>In all instances where a mode of transportation other than regularly scheduled airlines is chosen, the Department Head<sup>1</sup> shall authorize such alternate mode of transportation in advance and the allowable cost shall be the actual cost of the alternate mode of transportation or the cost allowable under Subsection (a)1, whichever is less. [§4.242.3.(a)(2)]</p> <p>In the case of travel by modes of transportation other than regularly scheduled airlines, transportation costs shall be the regular fare for the mode of transportation chosen. [§4.242.3(a)]</p>	<p>14. Pre-approval by the Department Head<sup>1</sup> is required for all non-air travel in advance of travel. Travelers must submit the following items for pre-approval:</p> <ul style="list-style-type: none"> <li>a. For travelers using personal automobiles for business purposes – Provide proof of automobile insurance at minimum coverage levels as follows: \$25,000 injury to or death of one person; and, \$50,000 injury to or death of more than one person; and, \$5,000 property damage for any one accident.</li> <li>b. Cost comparisons are required for all non-air travel, with exceptions listed below: Traveler shall submit: a quote for the lowest regular fare available for regularly scheduled airlines to the destination for the date and time selected; and the cost for regular fare on the alternative mode of transportation. <u>Exceptions</u> (no cost comparison is required): If traveling by vehicle to neighboring counties of Orange, Riverside, San Diego, San Bernardino, Ventura, Kern, Santa Barbara, and San Luis Obispo, or to the San Francisco Employees Retirement System to transport sensitive computer equipment for the LACERS emergency hot/warm site.</li> </ul> <p>15. Receipts for alternate modes of travel are required. Reimbursement will be for the lower of the actual cost of transportation or lowest regular airfare verified by Accounting prior to encumbrance of the travel request.</p>

<sup>1</sup>Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures; the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

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In the instance of the use of private automobile, mileage shall be in accordance with mileage provisions of Division 4, Chapter 5, Article 2 of the Administrative Code. [§4.242.3.(a)(2)]

16. Mileage reimbursement
  - a. Mileage reimbursement for the Board will be calculated on a roundtrip basis between official's residence and official destination.
  - b. Mileage reimbursement for staff will be based on the distance in excess of home to City office for travels during regular work days; for other days, reimbursement will be based on a roundtrip between staff's residence and official destination.
17. Additional travel time and expenses (such as meals and lodging) incurred in choosing other than the fastest and most direct mode of transportation are at the traveler's own personal time and expense.
18. Claims for repairs, replacements, towage, gas and car insurance are not reimbursable.
19. Ground transportation refers to transportation from home to airport, airport to hotel and/or conference/meeting/seminar location, and back. This includes taxis, shuttles, limousines, and private vehicles.
20. Mileage reimbursement is provided when personal vehicle is used for ground transportation to/from airport. Commissioner's mileage reimbursement will be computed based on roundtrip miles from residence to airport. Staff mileage reimbursement will be computed based on the distance in excess of home to City office for travels during regular work day; and roundtrip miles from residence to airport on non-work days.

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<b>C. GROUND TRANSPORTATION</b>	
LAAC Requirement	LACERS Policy
<p>The least expensive and most practical form of public transportation shall be used, taking into consideration such factors as time, availability, and personal safety or health. [§4.242.3.(c)]</p>	<p>21. Reimbursement for airport parking is actual amount, not to exceed \$20 per day. Pre-approval is not required. Reimbursement for actual amounts in excess of \$20 per day requires the traveler submitting a memo to justify the expense based on time, availability, and personal safety or health.</p> <p>22. Reimbursement for use of taxi, shuttle, private car or limousine service is limited to the lesser of roundtrip taxi fare (<a href="http://www.taxifarefinder.com">http://www.taxifarefinder.com</a>)<sup>2</sup> or shuttle fare (<a href="http://www.shuttlefare.com">http://www.shuttlefare.com</a>)<sup>2</sup>.</p>
<b>D. AUTOMOBILE RENTAL</b>	
LAAC Requirement	LACERS Policy
<p>Such expenses are allowable if traveling by car is less expensive or more appropriate for the efficient conduct of City business than by taxi or bus. [§4.242.3.(d)]</p>	<p>23. Pre-approval by the Department Head<sup>1</sup> is required. Travelers must provide written justification that the traveling by car is less expensive or more efficient in conducting LACERS business than by use of taxi or bus.</p> <p>24. The traveler will not be reimbursed for car rental insurance within the United States. Car rental insurance costs required in foreign countries may be claimed for reimbursement.</p>

<sup>1</sup> Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures; the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

<sup>2</sup> The acceptable amount will be the fare verified by the Accounting staff prior to encumbrance of the travel request.



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**III. LODGING, MEALS AND INCIDENTAL EXPENSE ALLOWANCE**

<b>A. LODGING</b>	
LAAC Requirement	LACERS Policy

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This section is not intended to preclude an employee or elected official from staying in a hotel where the meeting or convention to be attended is held. [§4.242.3.(b)(1)]

In the selection of restaurants and hotel rooms, it is expected that individuals will seek moderately priced establishments of acceptable quality. [LAAC §4.242.3.(b)]

25. Acceptable documentation shall include original itemized hotel receipt marked 'Paid in Full' or showing a zero balance; otherwise, proof of payment is also required.
26. Reimbursement for lodging in a hotel where the meeting or convention to be attended is deemed the most practical accommodation and permissible.
27. A traveler may elect to stay in a hotel sponsored by the conference as it is presumed to be the most practical or convenient. The reimbursement will be limited to the lesser of the actual hotel costs incurred or the conference hotel rate.
28. For any official System travel for training, due diligence trips, meetings with investment managers, or training where hotels are not pre-designated, the traveler should select the most economical lodging taking into consideration the proximity of the selected place to conduct the official System business, traveler's safety, time and transportation costs and other relevant factors. Any of the following methods are acceptable for determining "moderately priced establishments of acceptable quality", "the most economical and practical accommodations", and those which would be presumed not to meet the IRS definition of "lavish and extravagant" accommodations:
  - (i) Lodging does not exceed the highest Federal domestic lodging per diem rate; cost comparison is not necessary; or
  - (ii) The most economical hotel identified using the City traveler provider website ([www.concursolutions.com/](http://www.concursolutions.com/)), with availability, with at least a 3 star rating on a 5 star scale travel, and within walking distance or no less than ½ mile radius of the first business location; or
  - (iii) The most practical hotel on the above list with acceptable written justification; or
  - (iv) Any lodging expenses may be reimbursed provided that the expense

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<p>An employee or elected official must consider transportation costs, time, and other relevant factors in selecting the most economical and practical accommodations. [§4.242.3.(b)(1)]</p>	<p>does not exceed 300% of the lodging per diem and traveler must clearly demonstrate no other acceptable alternative lodging was available, as in the event of a state of emergency, or other justifiable reason reviewed and certified by the Department Head<sup>5</sup> as reasonable and proper, and incurred in the pursuit of System business.</p> <p>29. Reimbursement is limited to single occupancy room rate, as documented on hotel letterhead or the hotel's room rates listing, plus applicable taxes and charges unless additional occupants are LACERS trustees/staff on official LACERS business.</p>
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**B. MEALS AND INCIDENTAL EXPENSES (M&IE)**

LAAC Requirement	LACERS Policy
<p>Expenses incurred by an employee or elected official for food and beverage served at meals, scheduled receptions, or other functions necessary for the conduct of City business are allowable to a maximum of three meals a day. [§4.242.3.(b)(2)]</p>	<p>30. LACERS intends to be compliant with IRS accountable plan rules, therefore M&amp;IE allowance will be provided only when business travel results in a necessity for lodging. LACERS will provide travelers with a standard meal allowance at the Federal per diem rate per locale. The allowance, in lieu of providing receipts, is acceptable under the IRS accountable plan rules. The IRS (Publication 463) defines meals and incidental expenses include: meals, transportation to acquire meals, fees/tips to porters, baggage carriers, bellhops, hotel maids, wait staff, and other service providers.</p> <p>31. No meal allowance will be paid when meals are provided throughout the day by the host or at the conference.</p> <p>32. Prorating the standard meal allowance – The IRS permits LACERS to adopt its own rules for prorating the standard meal allowance on partial days of travel so long</p>

<sup>5</sup> Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures; the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

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	<p>as we consistently apply the method in accordance with reasonable business practice.</p> <p>The meal and incidental expense allowance will be prorated from a daily allowance to a per meal period allowance on partial days of travel; and when some meals are prepaid/to be paid by LACERS (complimentary breakfast provided at the hotel, meals at the conference, or pre-paid to comply with the City/LACERS gift restrictions.</p> <p>The M&amp;IE allowance = incidental expense + breakfast allowance (if traveling between 1AM – 9AM) + lunch allowance (if traveling between 9AM – 5PM) + dinner allowance (if traveling between 5PM – 1AM).</p> <p>Utilize the M&amp;IE per travel locale and provide an allowance for each meal period the traveler is away from home (based on the current Federal General Services Agency six tiered M&amp;IE allowance):</p> <table border="1" data-bbox="846 1050 1404 1276"> <thead> <tr> <th>Total</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>IE</th> </tr> </thead> <tbody> <tr> <td>\$46</td> <td>\$7</td> <td>\$11</td> <td>\$23</td> <td>\$5</td> </tr> <tr> <td>\$51</td> <td>\$8</td> <td>\$12</td> <td>\$26</td> <td>\$5</td> </tr> <tr> <td>\$56</td> <td>\$9</td> <td>\$13</td> <td>\$29</td> <td>\$5</td> </tr> <tr> <td>\$61</td> <td>\$10</td> <td>\$15</td> <td>\$31</td> <td>\$5</td> </tr> <tr> <td>\$66</td> <td>\$11</td> <td>\$16</td> <td>\$34</td> <td>\$5</td> </tr> <tr> <td>\$71</td> <td>\$12</td> <td>\$18</td> <td>\$36</td> <td>\$5</td> </tr> </tbody> </table>	Total	Breakfast	Lunch	Dinner	IE	\$46	\$7	\$11	\$23	\$5	\$51	\$8	\$12	\$26	\$5	\$56	\$9	\$13	\$29	\$5	\$61	\$10	\$15	\$31	\$5	\$66	\$11	\$16	\$34	\$5	\$71	\$12	\$18	\$36	\$5
Total	Breakfast	Lunch	Dinner	IE																																
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<p><b>Gratuities.</b> Such expenses, not exceeding 15%, are allowable where reasonable and customary. [§4.242.3.(h)]</p>	<p>33. Gratuities are included in the IRS definition of “incidental” expenses and are therefore subject to per diem limits. Reimbursement for restaurant gratuities are calculated as up to 15 percent of the restaurant bill exclusive of taxes, except when the gratuity percentage is required and the amount is added on the bill by the service provider.</p>																																			

**IV. OTHER EXPENSES**

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LAAC Requirement	LACERS Policy
<p>(j) Other Expenses. Expenses not specifically set forth in other subsections of this section that are incurred by an employee or an elected official are allowable where deemed necessary in the conduct of City business; provided that such expenses have been reviewed and certified by the Department Head<sup>6</sup> as reasonable and proper and incurred in pursuit of City business. Wherever the type of expenditure is not specifically listed in this section, the employee or elected official should be prepared to absorb the cost as a personal expenditure in the event that such expense is not certified by the Department Head<sup>1</sup>. [§4.242.3.(j)]</p>	<p>34. Other travel expenses are allowable when deemed necessary in the conduct of System business provided such expenses are reviewed and certified by the Department Head<sup>1</sup> as reasonable, proper, and incurred in pursuit of System business. Otherwise, these expenses become personal expenditures.</p> <p>35. Travel Interruptions – When there is an interruption or deviation from planned travel due to bona fide public emergencies outside of the traveler’s control such as weather or shutdown of air travel, travelers may be reimbursed at full cost for emergency lodging, meals, and incidental expenses.</p> <p>36. Indirect Travel - whether for the traveler’s personal leave or for convenience, expenses allowable will not exceed those that would have been incurred for uninterrupted travel utilizing the direct travel route or travel days. Supporting documentation showing the cost for direct travel and the deviation should be provided by the traveler.</p>

<sup>6</sup> Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures ; the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

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**IV. NON-REIMBURSABLE TRAVEL EXPENSES**

LAAC Requirement	LACERS Policy
<p>Expenditures which are incurred by an employee or elected official that are of a purely personal nature will not be reimbursed by the City.</p> <ul style="list-style-type: none"> <li>a) Auto repairs, replacement or towage to personal vehicle when such use has been authorized (see established City procedures for repair to City vehicle);</li> <li>b) Flight insurance;</li> <li>c) Personal telephone calls (except those specified in Section 4.242.3 (g) of this article);</li> <li>d) Expenses for persons other than the employee or elected official, except as specified in Section 4.242.3 (b) 2. [§4.242.4]</li> </ul>	<p>37. Expenditures which are not substantive to LACERS business will not be reimbursed by LACERS, such as:</p> <ul style="list-style-type: none"> <li>a) Any expenses related to entertainment and recreational activities;</li> <li>b) Flight upgrade fees for seats other than coach or economy;</li> <li>c) Internet usage fees (unless the internet is used for City business);</li> <li>d) Any expenses related to alcohol and tobacco.</li> <li>e) Traveler’s insurance.</li> </ul> <p>38. The traveler must submit reimbursement for personal expenditures paid by LACERS.</p> <p>If there are portions of the conference or seminar that are entertainment in nature and not business-related (e.g., golf tournaments, musical performances or concerts, etc.), the traveler is required to reimburse LACERS for the cost of these recreational activities.</p>

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**V. OTHER RULES AND RESTRICTIONS**

<b>A. DOCUMENTATION OF EXPENSES - PERSONAL EXPENSE STATEMENTS</b>	
<b>LAAC Requirement</b>	<b>LACERS Policy</b>
<p>All expenses claimed shall be listed on separate forms provided and used for required documentation of travel expense.</p> <p>Completed travel expense forms shall be forwarded to the Controller within thirty (30) days of the conclusion of the trip.</p> <p>The Department Head<sup>7</sup> shall certify that all expenditures were incurred in pursuit of City business. Falsification of such certification shall be grounds for appropriate disciplinary action and such other sanctions provided by law.</p> <p>Receipts shall be provided for transportation costs incurred under Section 4.242.3(a), lodging, and for any single item of expenditure in excess of \$25.00. Receipts for expenditures under \$25.00 should be presented when available. [LAAC § 4.242.7]</p>	<p>39. All expenses claimed for reimbursement must be itemized on the Personal Expense Statement (PES - Form Gen. 16).</p> <p>40. The traveler is responsible for verifying all charges on receipts before making payment. Charges made in error will not be reimbursed.</p> <p>41. Original receipts are required for any single expenditure in excess of \$25. Receipts are not required for a meal and incidental expense allowance, regardless of amount, when the Federal per diem rate per locale is provided to the traveler and prorated in accordance with LACERS' policy.</p>
<b>B. TRAVEL ADVANCES</b>	
<b>LAAC Requirement</b>	<b>LACERS Policy</b>
<p>Requests for an advance for funds shall be submitted to the Controller, where feasible, at least ten (10) days in advance of the beginning of the planned expenditure of funds and such request shall include the persons traveling, period covered, and the destination. In addition, the request should state the purpose of the trip, the nature of the City business to be conducted on the trip, and the proposed total estimated expenditure. Documentation of actual expenses incurred shall be submitted to the Controller in conformance with Section 4.242.7.</p>	<p>42. For trips of one night or more, a travel advance may be requested. The amount advanced is limited to the lodging, meal and incidental expenses per diem. Only 90% of the total travel estimate is advanced. A travel advance will not be issued if this amount is less than \$500 in total.</p> <p>43. Written requests for the travel advance are to be submitted by the Traveler to the CEA/travel coordinator for approval at least fifteen (15) business days prior to the date of travel but no earlier than thirty (30) calendar days prior to travel. The request must include a statement certifying that the traveler has no outstanding cash advance.</p> <p>44. A cash advance request will be denied if</p>

<sup>7</sup> Pursuant to Board Resolution 140311-C, Department Head authority to approve and certify travel expenditures is delegated as follows: the Board President approves Board Member and General Manager expenditures, the Vice President approves Board President expenditures; the General Manager approves staff expenditures.

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	<p>a traveler has an outstanding cash advance for past travel with does not comply with the procedures.</p> <p>45. Regular travel advances will be released no earlier than one (1) week before travel.</p> <p>46. Outstanding travel advances not accounted for and delinquent over 120 days will be included as part of an employee's wages on the first payroll period of the subsequent calendar quarter following the end of the 120 calendar days; and, for non-City employees, IRS Form 1099-Misc will be issued per IRS Federal, State, Local Government Taxable Fringe Benefit Guide. Nothing herein eliminates the traveler's obligation to return to the Fund any excess monies that were received that were not used for approved travel expenses.</p> <p>47. Future travel advances will not be processed for traveler(s) with delinquent PES over 30 days. Requests for reimbursement may be processed in advance of the travel for expenditures such as registration fees, and/or one-night hotel deposit. To ensure timely processing of the reimbursement, such requests along with supporting documents and proof of payment (credit card statement, etc.) must be submitted to the CEA/travel coordinator, in writing, at least fifteen (15) working days before the date of travel.</p> <p>48. Advanced payment for cancelled travel: Any amount that was paid by department in advance of travel is considered an advance. In the event of the need to cancel the trip, the traveler is responsible for notifying all payees to as soon as possible to avoid/minimize cancellation fees</p> <p>a. If cancellation was due to personal reasons, the traveler must personally reimburse the department for any amount not recovered (net of cancellation fees). If the refund or credit was issued directly to the traveler, traveler must pay LACERS the entire</p>
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	<p>amount of credit received within 14 calendar days from the credit issued date.</p> <ul style="list-style-type: none"><li>b. If travel was cancelled due to the business or public reason, traveler is responsible to submit a justification along with the proper documentation to the General Manager within 14 calendar days from the cancelled date.</li><li>c. Unrecovered amounts are reported as taxable income to the traveler. The traveler may be required to pay for future airfare using their own credit card, and LACERS will reimburse airfare upon completion of the travel.</li></ul>
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## Section 1.0 GUIDANCE FOR BOARD MEMBERS

### APPENDIX C BOARD TRAVEL REIMBURSEMENT CHECKLIST

*Adoption Date: May 26, 2009*

*Revised Dates: June 22, 2010; December 13, 2011; March 11, 2014; November 24, 2020*

#### **I. STEPS FOR TRAVEL APPROVAL AND REIMBURSEMENT:**

Step 1: Provide details of the educational event to the Commission Executive Assistant (CEA)

Step 2: Submit information on estimated expenses to the CEA

#### ***Fees Paid Directly By LACERS:***

Step 3: Register for the Conference

- Conference registration and registration fees can be arranged through the CEA prior to the conference date. Registration fees are paid directly by LACERS with no out-of-pocket expenses for the traveler;
  - Under State and City gift laws, complimentary conferences or conference-related events could be considered gifts. LACERS will evaluate the circumstances with the assistance of the City Ethics Commission and may be required to pay a pro-rata share of conference expenses provided by the hosting organization.
- Or, after the fact, submit a receipt showing a zero balance as proof of payment.

Step 4: Book flight

- Provide desired flight numbers, dates, and times to the CEA. The CEA will book the flight. The City's travel service will also provide a flight credit if the traveler is unable to fly and proper notification is given.
- Or after the fact, submit a receipt for the purchase of the airline ticket and, for cost comparison, the CalTravelStore quote for one-stop coach/economy class ticket from any airline and for the same days of travel generated on the same day the flight was booked or no later than 72 hours after the air travel reservation was made. Reimbursement is limited to the lowest regular fare/economy rate.

#### ***Items Requiring Pre-Approval for Expenditure Reimbursement:***

Step 5: Submit written justification for items requiring pre-approval from the Board President or Vice President. If approval is not secured prior to incurring the expense, reimbursement may not be granted.

- Requests for reimbursement of airfare which is more than 150% of the lowest cost one-stop airfare – justification should demonstrate the official necessity of the selected flight.
- Requests for transportation other than air flight – justification should indicate reasons for use of the alternate mode of transportation.
- Requests for cash advances to cover lodging and per diem for meals must be submitted 15 business days, but no earlier than 30 calendar days, prior to the commencement of travel. See further instructions below.

#### ***After the Travel has been completed, submit report and receipts:***

Step 6: Submit an Event Evaluation Report within thirty (30) days of the conclusion of the trip

- The report is required prior to reimbursement

Step 7: Submit a Personal Expense Statement (PES) within thirty (30) days of the conclusion of the trip:

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- Itemize all reimbursable daily expenses for lodging, transportation, and miscellaneous expenses; list the per diem for meals and incidentals.
- Report expenses paid directly by LACERS as a deduction to the total reimbursable amount
- See further instructions on the following checklist

**II. REIMBURSEMENT CHECKLIST:**

ALLOWABLE TRAVEL COSTS	REQUIRED DOCUMENTS
<b>AIR TRAVEL</b>	
<p><b><u>Air Travel</u></b>                      Air travel expenses are only allowable for the lowest regular fare available. If the flight with the lowest regular fare is not booked, reimbursement will only be for the lowest regular fare.</p> <p>If three fare quotes are not submitted, the lowest regular fare will be determined by a quote from the City’s travel agent for a direct flight, coach class, 14 days prior to the date of business travel. The CEA will determine the reasonable flights to be quoted which best meet the conference dates and times.</p> <p>Exceptions allowing reimbursement for a higher cost fare may be approved by the General Manager for “official necessity.” Official necessity means there is a bona fide benefit to LACERS for taking the selected flight which outweighs the cost of the higher fare.</p>	<p><b><u>Transportation Expenses</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit a receipt showing a zero balance as proof of payment for airfare.</li> <li><input type="checkbox"/> If purchasing outside of CalTravelStore, provide the airline ticket receipt and CalTravelStore quote demonstrating that the cost of the booked flight is no more than 50% higher than the quote, for the same days of travel, from CalTravelStore.</li> <li><input type="checkbox"/> Provide written justification of the “official necessity” for any higher cost fare if seeking reimbursement above the lowest fare rate. The General Manager must concur for the expense to be submitted for reimbursement.</li> </ul>
<b>OTHER TRANSPORTATION</b>	
<p><b><u>Bus or Rail Travel</u></b>                      The allowable cost shall be the actual cost for the regular fare for the bus/rail travel.</p> <p><b><u>Automobile Rental</u></b>                      Automobile rental expenses are allowable if traveling by automobile is less expensive or more appropriate than by other modes of transportation.</p> <p><b><u>Private Automobile</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit request for pre-approval from the General Manager for all modes of transportation other than regularly scheduled airlines.</li> <li><input type="checkbox"/> Submit request for pre-approval from the General Manager demonstrating that traveling by rental car is less expensive or more appropriate for the efficient conduct of City business than by taxi or bus.</li> <li><input type="checkbox"/> Submit request for pre-approval from the General Manager, and include a</li> </ul>

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<p>The allowable cost shall be the actual total mileage rate allowance as determined by the Internal Revenue Service (IRS).</p>	<p>satisfactory liability insurance policy covering the full use and operation of the vehicle. The limits of liability on any such policy shall not be less than \$25,000 in the case of injury to or death of one person, and \$50,000 in the case of injury to or death of more than one person; and in the case of property damage, not less than \$5,000 in any one accident.</p> <p><input type="checkbox"/> Submit airfare confirmation (provided by CalTravelStore, other travel service, and airline), rail travel confirmation notice or transportation receipt from taxi, shuttle, or private car service.</p>
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**REGISTRATION FEES**

<p><b>Registration Fees</b> Reimbursable if paid by the Trustee</p>	<p><input type="checkbox"/> Submit a receipt showing a zero balance as proof of payment</p>
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**LODGING**

<p>Hotels generally offer specially rated room blocks for conference participants. The Trustee may stay at an “off-site” hotel if the room blocks are exhausted.</p> <p>Transportation costs, time, and other relevant factors must be considered in selecting the most economical and practical accommodations.</p> <p>An extra-night stay is allowable if it sufficiently reduces the airfare, or if the conference commences early in the morning or adjourns late in the evening.</p>	<p><input type="checkbox"/> Submit receipt showing a zero balance as proof of payment. Personal credit card information must be redacted from the receipt.</p> <p><input type="checkbox"/> If lodging is for other than single occupancy, secure a rate sheet or other documentation of the single occupancy rate.</p>
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**MEALS & INCIDENTAL EXPENSES**

<ul style="list-style-type: none"> <li>○ The meal and incidental per diem for domestic travel is currently \$71 per day.</li> <li>○ Incidental expenses are fees and gratuities provided to service workers, and for transportation costs in acquiring meals.</li> <li>○ The daily allowance is prorated at 75% on days of travel, and if some meals are provided by the hotel or conference.</li> </ul>	<p>Receipts for meals and incidental expenses are not required.</p> <p><input type="checkbox"/> Submit justification letter if claiming reimbursement for expenses exceeding the per diem allowance.</p>
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**Section 1.0 GUIDANCE FOR BOARD MEMBERS**

<ul style="list-style-type: none"> <li>○ No meal allowance is provided when meals are provided throughout the day by the hosting organization.</li> <li>○ The rate for international travel is in accordance with current Federal per diem rate guidelines.</li> </ul>	
<p><b>MISCELLANEOUS EXPENSES</b></p>	
<p><b><u>Checked Baggage Fees</u></b> Such expenses are allowable when the Trustee is charged for the first checked bag.</p> <p><b><u>Laundry Service</u></b> Such expenses are allowable if the duration of the trip, traveling conditions, or some other special circumstances dictate.</p> <p><b><u>City Business Telephone Calls</u></b> Such expenses are allowable if the telephone calls are relevant to appropriate City business.</p> <p><b><u>Personal Telephone Calls</u></b> Such expenses are allowable for one call to the Trustee’s immediate family if they are located within the locale of their residence.</p> <p>If travel is in excess of three (3) days, one such call is permitted for each successive three (3) days thereafter.</p> <p>Each call should last a reasonable amount of time, such as 10 minutes per call.</p> <p><b><u>Ground Transportation</u></b> Transportation between the traveler’s residence and airport, and transportation between the airport and conference location.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Baggage fees for second and additional items require a justification memo that it meets a business purpose.</li> <li><input type="checkbox"/> Submit receipts for all miscellaneous expenses.</li> </ul>

**Section 1.0 GUIDANCE FOR BOARD MEMBERS**

**APPENDIX D  
LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)  
TRAVEL/CONFERENCE EVALUATION REPORT**

Name of Attendee:	
Title of Conference/Seminar:	
Location:	No. of Education Hours:
Event Sponsor:	Date(s) Held:

Report for:

- Travel
- Conference/Seminar Attendance Only

I. Nature/Purpose of Travel (if applicable):

II. Significant Information Gained:

III. Benefits to LACERS:

IV. Additional Comments:

SUBMIT TO THE LACERS COMMISSION EXECUTIVE ASSISTANT, 202 W. FIRST STREET, SUITE 500  
WITHIN 30 DAYS AFTER ATTENDING THE CONFERENCE/SEMINAR