Section 1.0 GUIDANCE FOR BOARD MEMBERS

1.3 BOARD 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; May 14, 2024; September 9, 2025

I. STATEMENT OF PURPOSE

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.

A. **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 not included in the List of Educational Seminars (Section 1.2, Appendix A) will be submitted to the Board for approval, so long as the trustee's education and travel budget allocation is not exceeded.
2. Requests for travel outside the United States.

B. **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.

C. **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.

D. **Board Travel Arrangements**
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.

E. **Reports to the Board**
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.

II. TRAVEL EXPENSE REIMBURSEMENT POLICIES

A. Authorities
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 conducting official LACERS business. LACERS will consider the Controller's Travel Policy and will incorporate similar rules if appropriate.

Section 1.0 GUIDANCE FOR BOARD MEMBERS

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 to conduct official LACERS business.

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. The LACERS departmental travel expense reimbursement policy is meant to facilitate official business and to be compliant with and augment the LAAC travel policy. The LACERS travel reimbursement policy establishes standards of reasonableness, appropriateness, and necessity for conducting 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-Public Pensions General Counsel, and consultant travel.

B. LACERS Travel Expense Reimbursement Policy

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.

Appendix A of the document outlines the LACERS Travel Expense Reimbursement Policy, providing detailed guidelines for Board Members and staff on allowable travel expenses, required approvals, and documentation. It covers general travel definitions, air travel rules including booking procedures and permissible upgrades, use of personal vehicles and other transportation modes with pre-approval requirements, lodging standards emphasizing economical and practical accommodations, meal and incidental expense allowances compliant with IRS rules, and policies on other reimbursable and non-reimbursable expenses. The appendix ensures travel is conducted efficiently, reasonably, and in compliance with both LACERS and City regulations.

C. Board Travel Reimbursement Checklist

The Board Travel Reimbursement Checklist (Appendix B) guides Board Members through the steps required for travel approval and reimbursement. It details the process from submitting event information and estimated expenses to booking flights and registering for conferences, including requirements for pre-approval of certain expenses. The appendix also lists allowable travel costs—such as air travel, other transportation, registration fees, lodging, meals, incidental expenses, and miscellaneous costs—and specifies the necessary documentation for each, such as receipts, justifications, and expense statements, ensuring compliance with LACERS policies and proper financial accountability.

Section 1.0 GUIDANCE FOR BOARD MEMBERS

III. APPENDICES

A. Appendix A – LACERS Travel Expense Reimbursement Policy
B. Appendix B – Board Travel Reimbursement Checklist

APPENDIX A

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; May 14, 2024

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 their 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.

II. TRANSPORTATION

A. Air Travel

i) Air travel may be used when it is the most efficient means of travel.
ii) Travelers are strongly encouraged to use the City's authorized business travel service, CI Azumano, to book airline reservations, but may use another travel service or reserve directly with an airline.
iii) Purchase of airline tickets outside of CI Azumano 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-CI Azumano reservations. Purchase of traveler's insurance is recommended for such reservations. Traveler bears this cost, not LACERS.
iv) 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.

Section 1.0 GUIDANCE FOR BOARD MEMBERS

v) Airfare other than coach or economy class may be allowed under the following conditions:
   a. Flight upgrades from economy class to business class are allowable on flights where the origin and/or destination are outside of the Continental United States and the scheduled flight time, including non-overnight layovers and changes of planes, is in excess of 14 hours and the traveler is required to report for duty the following day or sooner.

   Applicable to LACERS Investment Officers only:

   b. Flight upgrades from economy class to premium economy class are allowable for staff travel tied to specific investment work, subject to the approval of the Chief Investment Officer or designee. This would be allowed on flights less than 14 hours, but greater than 4 hours in duration, and would require the traveler to report for duty the same day. Examples of travel tied to investment work would include travel to Advisory Committee or other limited partner (LP) meetings, due diligence visits, and as an agendized speaker at an investment event, but would not extend to travel for training purposes even if it were for investments training.

vi) 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.

vii) If the airline ticket is purchased from a travel service other than CI Azumano or directly from the airline, the traveler is required to obtain a quote from CI Azumano 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.

viii) When the airfare receipt shows an upgrade to business or first class accommodation,
   a. Without further justification, the traveler may be reimbursed at the lower of the lowest regular fare rate available[1] and actual cost, or
   b. the traveler shall provide a memo stating the case of official necessity, for approval by the Department Head[2].

ix) LACERS will pay directly for airfare booked with the City's authorized business travel service, CI Azumano.

x) If CI Azumano is not used, LACERS travelers must use their personal credit card to book flights or other modes of transportation.

xi) 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.

xii) Fees for one checked bag and one carry-on bag will be reimbursed, as will seat selection fees not to exceed $200 (each way) on long-haul (intercontinental) international flights, and not to exceed $100 (each way) on all non-long-haul international (North American flights including Canada and Mexico) and all domestic

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[1] The acceptable amount will be the fare verified by the Accounting staff prior to encumbrance of the travel request.
[2] 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.

flights. Fees for additional checked baggage may be reimbursed if a justification for an official business need is approved.

xiii) The cost of air flight insurance is not eligible for reimbursement.

xiv) With pre-approval of the Department Head, 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.

B. Personal Vehicle or Non-Air Transportation

i) Pre-approval by the Department Head is required for all non-air travel in advance of travel. Travelers must submit the following items for pre-approval:

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.

b. Cost comparisons are required for all non-air travel, with exceptions listed below:

i) 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.

ii) Exceptions (no cost comparison is required):

a. If traveling by vehicle to neighboring counties of Orange, Riverside, San Diego, San Bernardino, Ventura, Kern, Santa Barbara, and San Luis Obispo.

ii) 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.

iii) Mileage reimbursement is provided when personal vehicle is used for ground transportation.

a. Mileage reimbursement for the Board will be calculated on a roundtrip basis between official's residence and official destination.

b. Commissioner's mileage reimbursement for ground transportation to/from airport will be computed based on roundtrip miles from residence to airport.

Applicable to LACERS Staff only:

c. 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.

iv) 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.

v) Claims for repairs, replacements, towage, gas and car insurance are not reimbursable.

vi) 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, rideshare (e.g. Uber, Lyft), and private vehicles.

C. Ground Transportation

i) Reimbursement for airport parking at any Southern California airport, shall not exceed $20 per day or up to 125% of the lowest parking lot rate that's officially operated by that airport. Pre-approval is not required. Reimbursement for actual amounts in excess of the allowed amount per day requires the traveler to submit a memo justifying the expense based on time, availability, and personal safety or health.

ii) Reimbursement for use of taxi, shuttle, private car, or limousine service is limited to the lesser of roundtrip taxi fare (http://www.taxifarefinder.com) or shuttle fare (http://www.shuttlefare.com).

D. Automobile Rental

i) Pre-approval by the Department Head is required. Travelers must provide written justification that traveling by car is less expensive or more efficient in conducting LACERS business than by use of taxi or bus.

ii) 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.

III. LODGING, MEALS, AND INCIDENTAL EXPENSE ALLOWANCE

A. Lodging

i) The traveler may choose to stay in a hotel where the meeting, conference, or convention is held or in a hotel sponsored by the conference. These accommodations are presumed to be the most practical and permissible.

ii) For any other accommodations the traveler should select the most economical and practical accommodations, taking into consideration the proximity of the location, transportation costs, traveler's safety, time, and other relevant factors. The traveler has the following options, **in the order provided**, to determine "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:

1. Lodging does not exceed the highest Federal domestic lodging per diem rate; cost comparison is not necessary; or
2. The most economical hotel identified using the City traveler provider website (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
3. The most practical hotel on the above list with acceptable written justification; or
4. Lodging expenses not exceeding 300% of the applicable lodging per diem, provided that the traveler clearly demonstrates that 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 as reasonable and proper and incurred in the pursuit of System business.

iii) 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.

iv) Acceptable documentation for reimbursement shall include original itemized hotel receipt marked 'Paid in Full' or showing a zero balance; otherwise, proof of payment is also required.

B. Meals and Incidental Expenses (M&IE)

i) LACERS intends to be compliant with IRS accountable plan rules; therefore M&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.

ii) No meal allowance will be paid when meals are provided throughout the day by the host or at the conference.

iii) 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 as we consistently apply the method in accordance with reasonable business practice. 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. The M&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). Utilize the M&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 M&IE allowance) located here: https://www.gsa.gov/travel/plan-and-book/per-diem-rates/mie-breakdowns?gsaredirect=mie

iv) 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.

IV. OTHER EXPENSES

A. 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 as reasonable, proper, and incurred in pursuit of LACERS business. Otherwise, these expenses become personal expenditures.

B. 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.

C. 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.

D. Internet Service – Travelers may request reimbursement for internet connection services if free internet service is not available to conduct LACERS business.

E. Laundry service when travel is for less than four consecutive nights may be authorized when traveling conditions or special circumstances dictate.

F. Other travel expenses such as meeting fees, telephone calls, parking fees, and supplies can be reimbursed if necessary for the conduct of official LACERS business.

V. NON-REIMBURSABLE TRAVEL EXPENSES

A. Expenditures which are not substantive to LACERS business will not be reimbursed by LACERS, such as:

i) Any expenses related to entertainment and recreational activities;

ii) Flight upgrade fees except those expressly authorized within the Air Travel portion of this policy;

iii) Internet usage fees (unless the internet is used for City business);
iv) Any expenses related to alcohol and tobacco;
v) Traveler's insurance.

B. The traveler must submit reimbursement for personal expenditures paid by LACERS. 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.

VI. **OTHER RULES AND RESTRICTIONS**

A. Documentation of Expenses – Personal Expense Statements
i) All expenses claimed for reimbursement must be itemized on the Personal Expense Statement (PES - Form Gen. 16).
ii) The traveler is responsible for verifying all charges on receipts before making payment. Charges made in error will not be reimbursed.
iii) 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.

B. Travel Advances
i) 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.
ii) 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 advances.
iii) A cash advance request will be denied if a traveler has an outstanding cash advance for past travel with does not comply with the procedures.
iv) Regular travel advances will be released no earlier than one (1) week before travel.

Applicable to LACERS Staff only:
v) Outstanding travel advances not accounted for and delinquent over 120 days will be included to the 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.
vi) 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.
vii) 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,

Section 1.0 GUIDANCE FOR BOARD MEMBERS

the traveler is responsible for notifying all payees to as soon as possible to avoid/minimize cancellation fees.

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 amount of credit received within 14 calendar days from the credit issued date.
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.
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.

APPENDIX B
BOARD TRAVEL REIMBURSEMENT CHECKLIST

Revised Dates: August 26, 2025

Use this checklist as a guide for key travel-related information and receipts that must be submitted to the Commission Executive Assistant (CEA).

STEP 1: EVENT DETAILS

Traveler Name: ________________________ Event Name: ____________________________________

Submit all event details to the Board Executive Assistant 60 days prior to the travel dates.

Event Early Bird Deadline (if any): ____/_____/______ Event Fee (if any): $_______________

Commissioners may elect to pay any registration fees or have LACERS pay fees on their behalf (recommended).

Location (City/State): ____________________________Event Dates: ___________________________

Preapproved List: ☐ Yes ☐ No International: ☐ Yes ☐ No Board Approved: ☐ Yes ☐ No

STEP 2: ANTICIPATED TRAVEL EXPENSES

- ☐ *Travel to events not included in the List of Educational Seminars or involving international travel requires Board approval.*
- ☐ *Lodging and meal reimbursement are available for non-local travel exceeding 50 miles from LACERS or home residence.*
- ☐ *A travel advance up to 90% of anticipated costs can be requested. Requests must be made at least 15 days in advance.*

Air Travel:

- ☐ *Airfare reimbursements are at the lower of the actual cost OR 150% of the lowest cost airfare for the same days of travel (personal days excluded). Airfare shall be coach or economy class. See policy for exceptions.*
- ☐ *CEA must generate a cost-comparison quote within 72 hours of the purchased airfare to determine reimbursement limits.*
- ☐ *Fees for one checked bag, one carry-on bag, and seat selection fees may be reimbursed. See the policy for current limits.*

a) **Departure Date & Time: _____________ Return Date & Time: ______________________**
Flight #: ________ Airline: __________________Purchased by: ☐ Commissioner ☐ LACERS
Official travel dates can be the day before or a day after the event start/end dates. See policy for more details.

b) **First date of travel and estimated travel start time: ______/______/_______ Time: _______**
Costs incurred on the day before the start of the event may be reimbursable. See policy for more details.

c) **Last date of travel and estimated travel end time: ______/______/_______ Time: _______**
Costs incurred on the day after the last day of the event may be reimbursable. See policy for more details.

Personal Vehicle or Non-Air Transportation

- ☐ *An airfare cost comparison for travel outside of neighboring counties will be completed by the CEA to determine the most economical method of travel. Reimbursement will be at the lower of the lowest travel option.*
- ☐ *Mileage reimbursement is calculated between the Commissioner's residence and official destination.*

a) **Airport Parking Fees: $________ x _______ days = $ ____________**
Reimbursement shall not exceed $20/day or up to 125% of the lowest parking rate operated by the airport.

b) **Taxi or Rideshare Services: $__________**
Gratuities of up to 15% will be reimbursed on the base fee.

c) **Public Transportation: $_________**
The least expensive and most practical form of public transportation, such as bus, shuttle, or rail services, shall be used, taking into consideration factors such as time, availability, personal safety, or health.

d) **Pre-Approved Rental Car: $_________**
Requires an approved memo that justifies a rental car being more efficient/economical than other alternatives.

e) **Mileage reimbursement roundtrip miles (Home -->Destination): _________☐ One-Way**
Travelers using personal vehicles must provide proof of insurance ($25,000 for injury, $5,000 property damage).

Section 1.0 GUIDANCE FOR BOARD MEMBERS

STEP 3: ANTICIPATED LODGING AND MEALS & INCIDENTAL (M&IE) EXPENSES

- ☐ *Reimbursement for lodging where the event takes place is preferred. If lodging is not pre-designated by the event, the most economical lodging option near the event location must be selected. See the policy for more detailed criteria.*
- ☐ *An M&IE allowance applies when traveling requires lodging. M&IE includes meals, transportation to acquire meals, tips, and other related services.*
- ☐ *Other reimbursable expenses may require an approved justification memo. Expenses may include emergency lodging and food expenses caused by a travel interruption, internet service fees used to conduct LACERS business, supplies, meeting fees, etc. See the policy for more details.*

a) Lodging Early Bird Deadline (if any): ____/_____/______ Payee: ☐ Commissioner ☐ LACERS

Commissioners may elect to pay any lodging fees (recommended) or have LACERS pay fees on their behalf.

b) Per Diem Allowance

The prorating of the daily M&IE allowance will depend on the qualifying travel dates and times from STEP 2.

Travel Days	Per Diem Allowance
Departing Day	$
Event Days (#____)	$
Returning Day	$
TOTAL	**$**

STEP 4: SUBMIT REPORTS AND RECEPTIS

- ☐ *Submit an Event Evaluation Form to the Commission Executive Assistant within 30 days of completing travel.*
- ☐ *Submit receipts to the Executive Commission Assistant within 30 days of completing travel.*
- ☐ *Complete any required memos for other costs reasonably and necessarily incurred on official business.*
- ☐ *Expenses not substantive to LACERS business will not be reimbursed.*

ADMNINISTRATIVE TASKS

(*to be completed by the Commissioner Executive Assistant only)*

☐ Provided Ethics Compliance Language to Commissioner:	☐ Yes ☐ No
☐ Notice to Administration:	☐ Yes ☐ No
☐ Send PES to Fiscal:	☐ Yes ☐ No
☐ Event Evaluation Completed:	☐ Yes ☐ No
☐ Receipts Sent to Fiscal:	☐ Yes ☐ No
☐ Notice to Admin Div. for Ethics Compliance:	☐ Yes ☐ No
☐ Final Documents sent to Commissioner:	☐ Yes ☐ No
☐ Invoice sent to Fiscal:	☐ Yes ☐ No
☐ Invoice Paid:	☐ Yes ☐ No
☐ Check Mailed to Commissioner:	☐ Yes ☐ No