



**RETIREMENT BOARD CALENDAR SHEET**  
**Retirement Board Meeting of May 8, 2019**

**To:** Retirement Board  
**From:** Jay Huish *JH*  
Executive Director  
**Date:** May , 2019

**Agenda Item:**

Retirement System Travel Expense Report for the period beginning January 1, 2019 – March 31, 2019.

**Background:**

Please refer to the attached report which details travel expenses incurred by the Retirement System Board members and staff for the period specified above.

Accounting	\$ 4,030.41
Administration	\$ 132.78
Board	\$ 4,527.51
Information Systems	\$ 77.84
Investment	\$ 84,080.82
Operations	\$ <u>729.18</u>
	\$ 93,578.54

Travel Expenditures: January 1, 2019 – March 31, 2019	\$ 93,578.54
Sub Total for prior expenditures in FY 2018 - 2019	\$ 279,119.03
<b>Total Expenditures to Date</b>	<b>\$ 372,697.57</b>

**Recommendation:**

Discussion item only.

**EMPLOYEES' RETIREMENT SYSTEM TRAVEL EXPENSES**

FOR JANUARY - MARCH 2019

NAME		LOCATION	TRAVEL START	TRAVEL END	APPROVED EXPENSE	ACTUAL EXPENSE	REPORT RECEIVED
KURT BRAITBERG	DUE DILIGENCE	LOS ANGELES, CA	02/20/19	02/20/19	\$ 520.18	\$ 331.56	N/A
	ROCK SPRINGS ANNUAL MEETING; DUE DILIGENCE	BALTIMORE, MD	03/05/19	03/07/19	\$ 1,348.26	\$ 1,165.59	N/A
<b>BRAITBERG TOTAL</b>						<b>\$ 1,497.15</b>	
LEONA BRIDGES	THE COUNCIL OF INSTITUTIONAL INVESTORS (CII) SPRING CONFERENCE	WASHINGTON, DC	03/03/19	03/08/19	\$ 2,528.00	\$ 2,886.51	YES
	THE 9TH ANNUAL CONFERENCE DAY OF EDUCATION IN PRIVATE EQUITY FOR TRUSTEES AND STAFF; NASP/MIDA/USAID DELEGATION TRIP TO AFRICA	LOS ANGELES, CA SOUTH AFRICA	03/27/19	04/09/19	\$ 1,046.80	\$ 1,641.00	YES
						<b>\$ 4,527.51</b>	
ROBERT BRYAN	CALAPRS ATTORNEYS' ROUNDTABLE	OAKLAND, CA	02/01/19	02/01/19	\$ 132.78	\$ 132.78	N/A
<b>BRYAN TOTAL</b>						<b>\$ 132.78</b>	
CHRIS CHOW	HSI 2019 LPAC AND ANNUAL MEETING; DUE DILIGENCE	SAO PAULO, BRAZIL	02/24/19	03/06/19	\$ 8,261.35	\$ 863.33	N/A
	CARMEL ANNUAL MEETING; PRIMARY WAVE ANNUAL MEETING	DENVER, CO NEW YORK, NY	03/06/19	03/09/19	\$ 4,020.51	\$ 2,878.02	N/A
<b>CHOW TOTAL</b>						<b>\$ 3,741.35</b>	
ANN CHWANG	SF REGIONAL USER GROUP	SCOTTS VALLEY, CA	03/22/19	03/22/19	\$ 78.00	\$ 77.84	N/A
<b>CHWANG TOTAL</b>						<b>\$ 77.84</b>	
BILL COAKER	HIMALAYA CAPITAL INVESTOR DAY	SEATTLE, WA	01/24/19	01/25/19	\$ 804.28	\$ 857.63	N/A
	DUE DILIGENCE	NEW YORK, NY	02/06/19	02/07/19	\$ 3,733.45	\$ 2,912.92	N/A
	DUE DILIGENCE	CHICAGO, IL SAN DIEGO, CA	02/25/19	02/27/19	\$ 1,630.21	\$ 1,856.56	N/A
	NASP ANNUAL DAY OF PRIVATE EQUITY EDUCATION	LOS ANGELES, CA	03/28/19	03/28/19	\$ 1,179.50	\$ 429.79	N/A
<b>COAKER TOTAL</b>						<b>\$ 6,056.90</b>	
ANDREW COLLINS	MFA 2019 CONFERENCE	SANTA BARBARA, CA	02/27/19	02/28/19	\$ 1,207.25	\$ 949.99	N/A
	CII SPRING CONFERENCE 2019	WASHINGTON, DC	03/03/19	03/06/19	\$ 1,983.85	\$ 1,711.85	N/A
	C40 DIVEST-INVEST FORUM	LONDON, UK	03/18/19	03/22/19	\$ 12,492.53	\$ 11,130.18	N/A
	CAMBRIDGE PRIVATE MARKETS CONFERENCE; CONOCO PHILIPS CLIMATE RISK ENGAGEMENT	NEW YORK, NY	03/24/19	03/28/19	\$ 2,304.91	\$ 1,727.06	N/A
<b>COLLINS TOTAL</b>						<b>\$ 15,519.08</b>	
ED COMERFORD	PERE ASIA CONFERENCE; ARCH ANNUAL MEETING; DUE DILIGENCE	HONG KONG	03/02/19	03/07/19	\$ 10,436.90	\$ 1,740.72	N/A
	FORTRESS ANNUAL MEETING	SAN FRANCISCO, CA	03/13/19	03/14/19	\$ 55.12	\$ 14.12	N/A
<b>COMERFORD TOTAL</b>						<b>\$ 1,754.84</b>	
BRIAN DENAVE	CALAPRS BENEFITS ROUNDTABLE	OAKLAND, CA	02/01/19	02/01/19	\$ 125.00	\$ 132.51	N/A
<b>DENAVE TOTAL</b>						<b>\$ 132.51</b>	
CHRISTINE DENG	GFOA SKILLS BUILDING WORKSHOP	CHICAGO, IL	03/18/19	03/22/19	\$ 3,196.84	\$ 3,065.30	N/A
<b>DENG TOTAL</b>						<b>\$ 3,065.30</b>	



**EMPLOYEES' RETIREMENT SYSTEM TRAVEL EXPENSES**

FOR JANUARY - MARCH 2019

NAME		LOCATION	TRAVEL START	TRAVEL END	APPROVED EXPENSE	ACTUAL EXPENSE	REPORT RECEIVED
DAVID FRANCL	DUE DILIGENCE	TOKYO, JAPAN	01/07/19	01/12/19	\$ 13,402.66	\$ 12,869.61	N/A
	DUE DILIGENCE	NEW YORK, NY STAMFORD, CT	02/25/19	03/01/19	\$ 4,631.88	\$ 4,788.29	N/A
<b>FRANCL TOTAL</b>						<b>\$ 17,657.90</b>	
TANYA KEMP	DUE DILIGENCE	MENLO PARK, CA	01/18/19	01/18/19	\$ 12.65	\$ 12.65	N/A
	FOUNDATION ANNUAL MEETING; VIVO ANNUAL MEETING	MENLO PARK, CA PALO ALTO, CA	02/26/19	03/06/19	\$ 31.28	\$ 31.28	N/A
<b>KEMP TOTAL</b>						<b>\$ 43.93</b>	
MOONSUNG KIM	CALAPRS BENEFITS ROUNDTABLE	OAKLAND, CA	02/01/19	02/01/19	\$ 160.44	\$ 136.15	N/A
<b>KIM TOTAL</b>						<b>\$ 136.15</b>	
ANNA LANGS	2019 NEPC PUBLIC FUND WORKSHOP	PHOENIX, AZ	01/30/19	02/01/19	\$ 1,335.75	\$ 365.70	N/A
	DUE DILIGENCE	NEW YORK, NY STAMFORD, CT	02/25/19	03/01/19	\$ 3,549.57	\$ 3,239.72	N/A
<b>LANGS TOTAL</b>						<b>\$ 3,605.42</b>	
POUNEH LASHANLO	CALAPRS BENEFITS ROUNDTABLE	OAKLAND, CA	02/01/19	02/01/19	\$ 170.78	\$ 145.40	N/A
<b>LASHANLO TOTAL</b>						<b>\$ 145.40</b>	
JUSTIN LO	DUE DILIGENCE	MENLO PARK, CA	01/18/19	01/18/19	\$ 59.73	\$ 59.37	N/A
	CROSSCUT AGM, UPFRONT AGM	LOS ANGELES, CA SALT LAKE CITY, UT	01/28/19	01/31/19	\$ 2,873.10	\$ 2,519.75	N/A
	DUE DILIGENCE	MENLO PARK, CA SAN FRANCISCO, CA	02/25/19	02/27/19	\$ 121.76	\$ 122.79	N/A
	BATTERY AGM, DUE DILIGENCE	BOSTON, MA	03/04/19	03/08/19	\$ 3,411.88	\$ 3,058.37	N/A
<b>LO TOTAL</b>						<b>\$ 5,760.28</b>	
EUNICE McHUGH	DUE DILIGENCE	SAO PAULO, BRAZIL	03/18/19	03/22/19	\$ 10,193.21	\$ 9,762.34	N/A
	DUE DILIGENCE	HONG KONG	03/25/19	03/29/19	\$ 8,622.49	\$ 8,372.04	N/A
<b>McHUGH TOTAL</b>						<b>\$ 18,134.38</b>	
HAN PHAM	HIMALAYA CAPITAL INVESTOR DAY	SEATTLE, WA	01/24/19	01/24/19	\$ 522.70	\$ 482.35	N/A
	DUE DILIGENCE	LOS ANGELES, CA	02/20/19	02/20/19	\$ 518.74	\$ 372.55	N/A
<b>PHAM TOTAL</b>						<b>\$ 854.90</b>	
VERONICA RODRIGUEZ	CALAPRS BENEFITS ROUNDTABLE; SFPD RETIREMENT PLANNING SEMINAR	OAKLAND/SF, CA	02/01/19	02/12/19	\$ 198.45	\$ 174.07	N/A
<b>RODRIGUEZ TOTAL</b>						<b>\$ 174.07</b>	
BING SITU	GFOA LIVE TRAINING	BURLINGAME, CA	02/26/19	02/28/19	\$ 1,040.11	\$ 965.11	N/A
<b>SITU TOTAL</b>						<b>\$ 965.11</b>	
WINNIE TSANG	CALAPRS BENEFITS ROUNDTABLE	OAKLAND, CA	02/01/19	02/01/19	\$ 134.90	\$ 141.05	N/A

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FOR JANUARY - MARCH 2019

NAME		LOCATION	TRAVEL START	TRAVEL END	APPROVED EXPENSE	ACTUAL EXPENSE	REPORT RECEIVED
<b>TSANG TOTAL</b>						\$ 141.05	
BO WILLIAMSON	DUE DILIGENCE	NEW YORK, NY	01/21/19	01/23/19	\$ 3,132.83	\$ 2,969.50	N/A
<b>WILLIAMSON TOTAL</b>						\$ 2,969.50	
CYNTHIA WONG	DUE DILIGENCE	BOSTON, MA	01/21/19	01/23/19	\$ 2,442.43	\$ 2,844.99	N/A
	CAMBRIDGE ASSOCIATES PRIVATE INVESTMENTS SUMMIT; DUE DILIGENCE	NEW YORK, NY	03/25/19	03/29/19	\$ 3,670.68	\$ 3,640.20	N/A
<b>WONG TOTAL</b>						\$ 6,485.19	

EXPENSES FOR THIRD QUARTER ENDING MARCH 31, 2019	\$ 93,578.54
SUB-TOTAL TRAVEL EXPENSES FOR FISCAL YEAR 2018-2019	<u>\$ 279,119.03</u>
TOTAL YEAR TO DATE EXPENDITURES	\$ 372,697.57
TOTAL TRAVEL BUDGET	\$ 874,000.00
REMAINING TRAVEL BUDGET	\$ 501,302.43