

# CalPERS Board of Administration Travel Report

**Instructions:** Please fill out the below template and return to BSU team. This report will be entered into the monthly Board travel agenda item:

Board Member Name

Date(s) of Travel

Name of Conference (if applicable)

Location(s) Traveled To

Purpose of Travel:

**Instructions:** If travel includes attendance at an educational program, complete the next section and attach a copy of the program’s agenda to this travel report.

Name of Educational Event:

Sessions Attended (include brief synopsis of information provided at each session and amount of time spent at each session). Use page 2 if needed.

	Hours

	Hours

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Sessions Attended (include brief synopsis of information provided at each session and amount of time spent at each session).

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