

**Metropolitan Transportation Commission  
Administration Committee**

**December 14, 2022**

**Agenda Item 2e**

**Metropolitan Transportation Commission (MTC) Fiscal Year 2022-23 1st Quarter Travel  
Report Financials**

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**Subject:**

Travel Report Financials for the first quarter period ended September 30, 2022.

**Background:**

Pursuant to MTC Resolution No. 1058, Revised, this summary sheet constitutes the Travel Report to the Administration Committee. As a reminder, Commission policies governing Commissioner and staff travel require that three items be approved and reported to the Administration Committee:

1. International travel (outside the United States and Canada) must be approved in advance by this Committee at a regular public meeting.
2. All the MTC funded Commissioner travel must be disclosed in regular reports to this Committee.
3. Budget versus actual travel expenses must be reported to this Committee every quarter.

**International Travel Requests:**

None this month.

**Commissioner Travel:**

None this month.

**Staff Travel:**

None this month.

**Budget Report:**

As outlined in Attachment A, with 25% of the fiscal year passed, actual travel expenses for the MTC are below budget at just 4.6% of the approved Fiscal Year (FY) 2022-23 budget, primarily due to remote work.

**Issues:**


None identified.

**Recommendation:**

Information.

**Attachments:**

- Attachment A: Metropolitan Transportation Commission Travel Report Financials for FY 2022-23 as of September 30, 2022 (25% of the year) (Unaudited)



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