

**Metropolitan Transportation Commission
Administration Committee**

January 8, 2020

Agenda Item 2d

Monthly Travel Report

Subject: Monthly Travel Report for the four-month period ending October 31, 2019.

Background: Pursuant to MTC Resolution No. 1058, Revised, this memorandum constitutes the monthly travel report to the Administration Committee. As a reminder, the Commission revised the policies governing Commissioner and staff travel to require that three items be approved by, or reported to, this 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 MTC-funded Commissioner travel must be disclosed in regular monthly reports to this committee.
3. On a quarterly basis, actual vs. budgeted travel expenditures must be reported to this Committee.

International Travel Requests:

None this month.

Commissioner Travel:

None this month.

Budget Report:

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 15%.

Issues: None.

Recommendation: This item is provided for information only and no action is required of the Committee.

Attachments: Attachment A – Travel Report for FY 2019-20 (as of October 31, 2019)



Therese W. McMillan

**TRAVEL REPORT FOR FY 2019-20
As of October, 2019 (33.3% of year)**

FUND	Budget	YTD Actual	% of Budget
MTC	\$439,819	\$60,240	14%
BATA	\$198,200	\$36,142	18%
SAFE	\$12,000	\$4,676	39%
Clipper	\$42,508	\$4,163	10%
Total	\$692,527	\$105,222	15%