

Metropolitan Transportation Commission Administration Committee

September 4, 2019

Agenda Item 2d

Monthly Travel Report and International Travel Request

Subject: Monthly Travel Report for the twelve-month period ending June 30, 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:

Therese McMillan, Executive Director, has been invited by the Shanghai Urban Planning and Natural Resources Bureau to give a keynote speech at the main forum of its “World Cities Day-Shanghai Forum” (Forum) on October 31, 2019 in Shanghai, China. The Forum will revolve around “regional collaboration planning” and discuss related topics of successful measures of planning, management modes, diversified governance, functional collaboration, and resource sharing and facility co-construction.

Staff does not require funding authorization for this proposed travel, as the Forum organizer will cover the airfare (economy class) and accommodation costs (4 days, from October 29, 2019 to November 2, 2019) and funding for incidentals is already included in the budget. (See Attachment B - Summary of Proposed International Travel Request.)

Commissioner Travel:

None this month

Budget Report (Unaudited):

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 70% as of June 2019 with 100% of the budget year elapsed.

Issues: None.

Attachments: Attachment A – Travel Report for FY 2018-19 (as of June 30, 2019)
Attachment B – Request for Committee Approval – Summary of Proposed
International Travel Request

Therese W. McMillan

**TRAVEL REPORT FOR FY 2018-19
As of June, 2019 (100% of year) (Unaudited)**

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$283,327	61%
BATA	\$186,200	\$178,857	96%
SAFE	\$12,000	\$5,563	46%
Clipper	\$23,608	\$12,247	52%
Total	\$683,627	\$479,994	70%

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed International Travel Request

Work Item No.: 1111
Staff: Therese McMillan
Travel Location: Shanghai, China
Travel Dates: October 29 – November 2, 2019
Purpose of Travel: Keynote Speech at the World Cities Day-Shanghai Forum
Travel Cost Estimate: Approximately \$700 for Incidentals
Funding Source: General Fund
Fiscal Impact: No impact to MTC budget, as funding for incidentals is already included in the budget.
Motion by Committee: That Therese McMillan is authorized for international travel as described above and in the Administration Committee Summary Sheet dated September 4, 2019, with no requirement to set aside funds.
Administration Committee:

Federal D. Glover, Chair

Approved: Date: September 4, 2019