

**Metropolitan Transportation Commission
Administration Committee**

December 11, 2024

Agenda Item 2c-24-1472

**Metropolitan Transportation Commission (MTC) Fiscal Year 2024-25 First Quarter
Travel Report Financials**

Subject:

Travel Report Financials for the first quarter period ended September 30, 2024.

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:

In July 2024, Commissioner Margaret Abe-Koga attended the Viena Social Housing Field Study in Vienna, Austria.

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 2.6% of the approved Fiscal Year (FY) 2024-25 budget.

Issues:

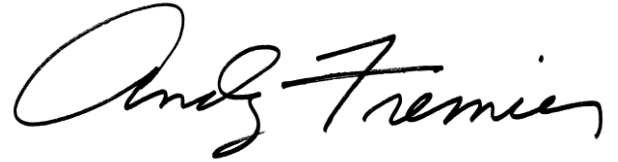
None identified.

Recommendation:

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

Attachments:

- Attachment A – Metropolitan Transportation Commission Travel Report Financials for FY 2024-25 as of September 30, 2024 (25% of the year) (Unaudited)

A handwritten signature in black ink, reading "Andrew B. Fremier". The signature is written in a cursive, flowing style.

Andrew B. Fremier