



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
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Memorandum

TO: Administration Committee

DATE: September 7, 2016

FR: Deputy Executive Director, Policy

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, this 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 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

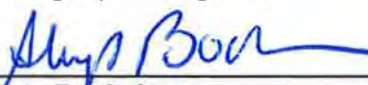
Doug Johnson, Principal Planner, has been invited to participate and present at the Build Bilbao Urban Innovation Symposium. The symposium, which is attended by representatives from the private, public and philanthropic sectors who are experts in regional issues including transportation, development, and sustainability, will be held in Bilbao, Spain from October 26 to 28, 2016. Doug's presentation will focus on the Plan Bay Area's alignment of regional transportation investments and regional land use forecasting for low-income and minority populations. Doug will also engage in meetings regarding the implementation of technological change in transportation in European and American cities. Staff is seeking authorization to set aside up to \$1,700 in FY 2016-17 to cover this international travel. (See Attachment B - Summary of International Travel Request)

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 83% as of June 2016 with 100% of the budget year elapsed.


Alix A. Bockelman

AB:bm
Attachments

Travel Report
As of June, 2016 (100% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	204,652	105%
BATA	180,400	131,441	73%
SAFE	9,400	2,565	27%
Clipper	43,600	14,523	33%
Total	427,800	353,182	83%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1611
Staff:	Doug Johnson, Principal Land Use Planner/Analyst
Travel Location:	Bilbao, Spain
Purpose of Travel	Attend and present at Build Bilbao Urban Innovation Symposium
Travel Cost Estimate:	\$1,700
Funding Source:	General funds
Fiscal Impact:	Sufficient funds are available in the MTC FY 2016-17 Planning Section Training and Travel budget
Motion by Committee:	That the Executive Director or his designee is authorized to reimburse Doug Johnson for international travel as described above and in the Executive Director's memorandum dated July 1, 2015, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$1,700 from the FY 2016-17 Agency Budget for this purpose.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: September 14, 2016