

**Metropolitan Transportation Commission
Administration Committee**

June 10, 2020

Agenda Item 2c - 20-0417

Monthly Travel Report

Subject: Monthly Travel Report for the nine-month period ending March 31, 2020.

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 34%.

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 March 31, 2020)



Therese W. McMillan

**TRAVEL REPORT FOR FY 2019-20
As of March 31, 2020 (75% of year)**

FUND	Budget	YTD Actual	% of Budget
MTC	\$439,819	\$151,663	34%
BATA	\$198,200	\$73,328	37%
SAFE	\$12,000	\$7,172	60%
Clipper	\$42,508	\$5,394	13%
Total	\$692,527	\$237,557	34%