



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: December 6, 2017

FR: Executive Director

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

None this month.

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC travel funds are below budget at 12% as of October 2017 with 33.3% of the budget year elapsed.

A handwritten signature in blue ink, appearing to read 'Steve Heminger', is written above a horizontal line.

Steve Heminger

SH:bm
Attachment

TRAVEL REPORT FOR FY 2017-18
As of October, 2017 (33.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$47,448	10%
BATA	\$223,154	\$35,763	16%
SAFE	\$17,000	\$3,021	18%
Clipper	\$50,000	\$1,456	3%
Total	\$751,973	\$87,688	12%