



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: July 1, 2015

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

One request this month – see Agenda Item 3b.

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are running below budget at 70% as of May, with 92% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

J:\COMMITTEE\Administration\2015 by Month\7_July 2015\3a_Travel Report_Jan-Feb-March-April_May.doc

Travel Report
As of May (91.7% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	260,000	226,333	87%
BATA	178,000	107,708	61%
SAFE	12,500	5,924	47%
Clipper	64,000	18,557	29%
Total	514,500	358,522	70%