



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 3b

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TO: Administration Committee

DATE: July 1, 2015

FR: Executive Director

W. I. 1611

RE: International Travel Request – Doug Johnson to Bilbao, Spain (\$1,652)

This memorandum requests Committee approval to reimburse Doug Johnson for international travel in an amount not to exceed \$1,652.

Background:

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 interested in regional issues including transportation, development, and sustainability, will be held in Bilbao, Spain from September 16 to 19. Doug's presentation will focus on the Plan Bay Area's alignment of regional transportation investments and land use in light of emerging trends in income spread and technological change for both transportation and urban development. By attending, Doug will learn about international and domestic approaches to key issues affecting the region which he can apply to his work at MTC.

Doug has been offered a matching \$1,000 scholarship by the German Marshall Fund of the United States which is sponsoring the event. He has been a member of GMF's TransAtlantic Cities Network for the last five years.

Line item cost estimates for the travel are summarized in the table below including the travel award.

Item	Cost
Conference registration (includes most meals)	\$250
Flight	\$1,500
Hotel (4 nights)	\$440
Meal per diem (for meals not provided by conference)	\$212
Connecting travel	\$250
<i>Minus Foundation Scholarship</i>	<i>(\$1,000)</i>
<b>Total</b>	<b>\$1,652</b>

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to reimburse Doug Johnson for his international travel in an amount not to exceed \$1,652.

  
Steve Heminger

SH:DJ

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:	\$1,652
Funding Source:	General funds
Fiscal Impact:	Sufficient funds are available in the MTC FY 2015-16 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 \$1,652 from the FY 2015-16 Agency Budget for this purpose.
Administration Committee:	<hr/> Adrienne Tissier, Chair
Approved:	Date: July 8, 2015