



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 2, 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

None this month.

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 84% as of June (Unaudited), with 100% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

J:\COMMITTEE\Administration\2015 by Month\9_September 2015\3a_Travel Report_Jan-Feb-March-April_May_June.doc

Travel Report
As of June (Unaudited) (100% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	260,000	267,771	103%
BATA	178,000	135,083	76%
SAFE	12,500	6,381	51%
Clipper	64,000	21,896	34%
Total	514,500	431,131	84%