



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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*Memorandum*

TO: Administration Committee

DATE: October 28, 2015

FR: Executive Director

RE: Monthly Travel Report for September 2015

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**

No international travel requests this month.

**Commissioner Travel**

Steve Heminger and Commissioner Liccardo traveled to Washington, D.C. in the month of September for a series of advocacy visits sponsored by the Silicon Valley Leadership Group.

**Budget Report**

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 8% as of September with 25% of the budget year elapsed.

  
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Steve Heminger

SH:bm

**Attachment**

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Travel Report  
As of September, 2015 (25 % of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	24,518	13%
BATA	180,400	9,948	6%
SAFE	9,400		0%
Clipper	43,600	691	2%
Total	427,800	35,157	8%