



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee

DATE: December 2, 2015

FR: Executive Director

RE: Monthly Travel Report for October 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

None this Month.

Commissioner Travel

Commissioners Haggerty and Spering traveled in October to the RailVolution Conference in Dallas.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 13% as of October with 33% of the budget year elapsed.

Steve Heminger

SH:bm

Attachment

J:\COMMITTEE\Administration\2015 by Month\12_December 2015\4_Travel Report_October'2015.doc

Travel Report
As of October, 2015 (33.3% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	39,916	21%
BATA	180,400	12,183	7%
SAFE	9,400	1,466	16%
Clipper	43,600	1,404	3%
Total	427,800	54,969	13%