



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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***Memorandum***

TO: Administration Committee

DATE: January 6, 2016

FR: Executive Director

RE: Monthly Travel Report for November 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**

None this Month.

**Budget Report**

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are below budget at 18% as of November with 42% of the budget year elapsed.

  
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Steve Heminger

SH:bm

**Attachment**

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Travel Report  
As of November, 2015 (41.7% of year)

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	194,400	57,960	30%
BATA	180,400	15,826	9%
SAFE	9,400	1,466	16%
Clipper	43,600	1,404	3%
<b>Total</b>	<b>427,800</b>	<b>76,656</b>	<b>18%</b>