



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: April 5, 2017

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

Commissioners Jake Mackenzie, James Sperling, Amy Worth, and Julie Pierce travelled to Washington, DC in the month of March 2017.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC travel funds are below budget at 41% as of February 2017 with 67% of the budget year elapsed.



Steve Heminger

SH:bm
Attachment

Travel Report
As of February, 2017 (66.7% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	194,400	85,937	44%
BATA	179,200	86,673	48%
SAFE	17,000	3,796	22%
Clipper	53,000	7,443	14%
Total	443,600	183,848	41%