



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: May 3, 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**

None this month.

### **Budget Report**

As outlined in Attachment 1, actual travel expenses for all combined MTC travel funds are below budget at 47% as of March 2017 with 75% of the budget year elapsed.



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Steve Heminger

SH:bm  
Attachment

**Travel Report**  
**As of March, 2017 (75% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	194,400	101,509	52%
BATA	179,200	91,107	51%
SAFE	17,000	4,866	29%
Clipper	53,000	10,429	20%
<b>Total</b>	<b>443,600</b>	<b>207,911</b>	<b>47%</b>