



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: February 7, 2018

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 19% as of December 2017 with 50% of the budget year elapsed.

  
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Steve Heminger

SH:bm

Attachment

**TRAVEL REPORT FOR FY 2017-18**  
**(As of December 2017 50% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$461,819	\$90,088	20%
BATA	\$223,154	\$48,020	22%
SAFE	\$17,000	\$4,237	25%
Clipper	\$50,000	\$3,549	7%
<b>Total</b>	<b>\$751,973</b>	<b>\$145,894</b>	<b>19%</b>