



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: April 4, 2018

FR: Executive Director

RE: Monthly Travel Report and International Travel Request

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

Andrew Fremier, Deputy Executive Director, serves on the Board of ITS America. Carol Kuester, Director of Electronic Payments serves on the ITS World Congress organizing committee and the ITS California Board of Directors. The 25th ITS World Congress will take place in Copenhagen from September 17-21, 2018. Mr. Fremier and Ms. Kuester are slated to facilitate/present in technical sessions and to engage in meetings regarding the implementation of technological change in transportation in European and American cities. Staff is seeking authorization to set aside up to \$4,400 in FY 2018-19 to cover this international travel. (See Attachment B - Summary of International Travel Request.)

Commissioner Travel

Chair Jake Mackenzie, Vice Chair Scott Haggerty, and Commissioners Alicia Aguirre, Dave Cortese, Alfredo Pedroza, and Julie Pierce attended the Washington, DC legislative visits in March.

Budget Report

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 27% as of February 2018 with 67% of the budget year elapsed.



Steve Heminger

AB:bm

Attachments

TRAVEL REPORT FOR FY 2017-18
(As of February (66.7% of year))

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$128,511	28%
BATA	\$223,154	\$64,889	29%
SAFE	\$17,000	\$4,237	25%
Clipper	\$50,000	\$7,564	15%
Total	\$751,973	\$205,201	27%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1252
Staff:	Andrew Fremier and Carol Kuester
Travel Location:	Copenhagen, Denmark
Purpose of Travel	Attend and present at 25 th ITS World Congress
Travel Cost Estimate:	\$4,400
Funding Source:	BATA Budget
Fiscal Impact:	Sufficient funds are available in the MTC FY 2018-19 BATA and Electronic Payments Sections' Training and Travel budgets
Motion by Committee:	That the Executive Director or his designee is authorized to approve Andrew Fremier and Carol Kuester for international travel as described above and in the Executive Director's memorandum dated April 4, 2018, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$4,400 from the FY 2018-19 BATA Budget for this purpose.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: April 11, 2018