



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: September 5, 2018

FR: Executive Director

RE: Monthly Travel Report and International Travel Requests

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

William Bacon (Policy and Financial Analyst) has been invited to present at the 2018 Walk21 Conference in Bogota, Colombia on October 14-18. Walk21 is the leading international conference focused on pedestrian safety and policy. At the conference cities, regions, researchers, and academics from around the world, including both San Francisco and Los Angeles, will share their experiences and discuss policies to reduce pedestrian injuries and fatalities. Conference participants will share proposals for implementation strategies to better design and fund pedestrian safety projects. Unlike other similar conferences, there are no conference fees for agency participants. The only cost is travel and lodging. Staff is seeking authorization to set aside up to \$960 in FY 2018-19 to cover this international travel. (See Attachment B - Summary of International Travel Request)

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 50% as of June 2018 (Unaudited) with 100% of the budget year elapsed.



Steve Heminger

SH:bm
Attachments

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TRAVEL REPORT FOR FY 2017-18
As of June (100% of year) (Unaudited)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$235,928	51%
BATA	\$223,154	\$125,783	56%
SAFE	\$17,000	\$5,871	35%
Clipper	\$50,000	\$11,475	23%
Total	\$751,973	\$379,057	50%

REQUEST FOR COMMITTEE APPROVAL

Summary of International Travel Request

Work Item No.:	1122
Staff:	William Bacon (Policy and Financial Analyst)
Travel Location:	Bogota, Colombia
Purpose of Travel	Present at the 2018 Walk21 Conference
Travel Cost Estimate:	\$960
Funding Source:	MTC FY 2018-2019 Programming and Allocations Section Training and Travel budget
Fiscal Impact:	Funds are available in the MTC FY 2018-2019 Programming and Allocations Section Training and Travel budget
Motion by Committee:	That William Bacon is approved for international travel as described above and in the Executive Director's memorandum dated September 5, 2018. Funds from the FY 2018-19 Agency Budget will be used.
Administration Committee:	<hr/> Federal D. Glover, Chair
Approved:	Date: September 12, 2018