



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: November 7, 2018

FR: Executive Director

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, this memorandum 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 8% as of September 2018 with 25% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

TRAVEL REPORT FOR FY 2018-19
As of September, 2018 (25% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$32,634	7%
BATA	\$186,200	\$18,747	10%
SAFE	\$12,000	\$1,831	15%
Clipper	\$23,608	\$1,702	7%
Total	\$683,627	\$54,913	8%