



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: January 2, 2019

FR: Deputy Executive Director, Operations

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 27% as of November 2018 with 42% of the budget year elapsed.

A handwritten signature in blue ink, reading "Andrew B. Fremier", is positioned above a horizontal line.

Andrew B. Fremier

SH:bm

Attachment

**TRAVEL REPORT FOR FY 2018-19**  
**As of November, 2018 41.7% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$461,819	\$117,338	25%
BATA	\$186,200	\$61,931	33%
SAFE	\$12,000	\$3,049	25%
Clipper	\$23,608	\$5,233	22%
<b>Total</b>	<b>\$683,627</b>	<b>\$187,551</b>	<b>27%</b>