

# Metropolitan Transportation Commission Administration Committee

July 10, 2019

Agenda Item 2d

## Monthly Travel Report

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**Subject:** Monthly Travel Report for the ten-month period ending April 30, 2019.

**Background:** 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 MTC funded 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.

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 59% as of April 2019 with 83% of the budget year elapsed.

**Issues:** None.

**Recommendation:** None. This item is provided for information only and no action is required of the Committee.

**Attachments:** Attachment A – Travel Report for FY 2018-19 (as of April, 2019)



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**TRAVEL REPORT FOR FY 2018-19**  
**As of April, 2019 (83.3% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$461,819	\$233,473	51%
BATA	\$186,200	\$155,366	83%
SAFE	\$12,000	\$3,454	29%
Clipper	\$23,608	\$9,922	42%
<b>Total</b>	<b>\$683,627</b>	<b>\$402,215</b>	<b>59%</b>