

**Metropolitan Transportation Commission
Administration Committee**

October 9, 2019

Agenda Item 2d

Monthly Travel Report

Subject: Monthly Travel Report for the one-month period ending July 31, 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.

International Travel Requests:

None this month.

Commissioner Travel:

None this month.

Budget Report (Unaudited):

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 2% as of July 2019 with 8% of the budget year elapsed.

Issues: None.

Attachments: Attachment A – Travel Report for FY 2019-20 (as of July 31, 2019)


Therese W. McMillan

TRAVEL REPORT FOR FY 2019-20
As of July, 2019 (8% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$461,819	\$11,464	2%
BATA	\$198,200	\$1,312	1%
SAFE	\$12,000	\$1,895	16%
Clipper	\$42,508	\$0	0%
Total	\$714,527	\$14,671	2%