

**Metropolitan Transportation Commission  
Administration Committee**

November 13, 2019

Agenda Item 2d

**Monthly Travel Report**

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**Subject:** Monthly Travel Report for the two-month period ending August 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 6%.

**Issues:** None.

**Recommendation:** This item is provided for information only and no action is required of the Committee.

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



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Therese W. McMillan

**TRAVEL REPORT FOR FY 2019-20**  
**As of August, 2019 (16.7% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$461,819	\$21,711	5%
BATA	\$198,200	\$20,759	10%
SAFE	\$12,000	\$2,071	17%
Clipper	\$42,508	\$0	0%
<b>Total</b>	<b>\$714,527</b>	<b>\$44,541</b>	<b>6%</b>