Metropolitan Transportation Commission
Administration Committee

March 11, 2020   **Agenda Item 2d**
Monthly Travel Report

Subject: Monthly Travel Report for the four-month period ending December 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:
In September 2019 this Committee approved MTC Executive Director, Therese McMillan's trip to Shanghai, China to attend the World Cities Shanghai Forum 2019. She was invited as a VIP guest at the "World Cities Day- Shanghai Forum" to present an academic dialogue about regional coordinated development but was ultimately unable to attend. Brad Paul, MTC Deputy Executive Director, Local Government Services, attended the forum and gave the presentation in her place.

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 21%.

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 December 31, 2019)

Therese W. McMillan

2d

Attachment A

TRAVEL REPORT FOR FY 2019-20
As of December, 2019 (50% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	$439,819	$85,421	19%
BATA	$198,200	$53,742	27%
SAFE	$12,000	$4,759	40%
Clipper	$42,508	$4,163	10%
Total	**$692,527**	**$148,085**	**21%**