

# Metropolitan Transportation Commission Administration Committee

July 8, 2020

Agenda Item 2c - 20-095

## Monthly Travel Report

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**Subject:** Monthly Travel Report for the ten-month period ending April 30, 2020.

**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.

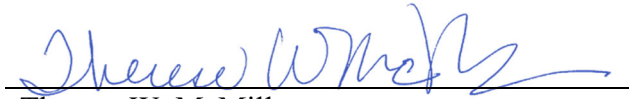
**Budget Report:**

As outlined in Attachment A, actual travel expenses for all combined MTC travel funds are below budget at 40%.

**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 April 30, 2020)

  
Therese W. McMillan

**TRAVEL REPORT FOR FY 2019-20**  
**As of April 30, 2020 (83.3% of year)**

<b>FUND</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>% of Budget</b>
MTC	\$439,819	\$176,508	40%
BATA	\$198,200	\$85,676	43%
SAFE	\$12,000	\$7,172	60%
Clipper	\$42,508	\$7,391	17%
<b>Total</b>	<b>\$692,527</b>	<b>\$276,747</b>	<b>40%</b>