

Metropolitan Transportation Commission Administration Committee

May 12, 2021

Agenda Item 2c - 21-0647

International Travel Request

Subject: A request for Committee Approval of an international travel request.

Background: Pursuant to MTC Resolution No. 1058, Revised, this memorandum constitutes the monthly travel report to the Administration Committee. While there is no monthly activity to report this month, 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:

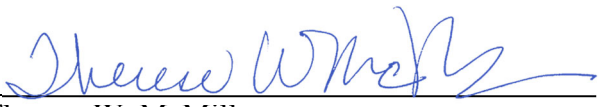
Carol Kuester, Director of Electronic Payments, has supported the ITS World Congress through the International Program Committee and is slated to facilitate and speak on panels at the event in October 2021. She will interface with transit providers from Hamburg and elsewhere in Germany and Europe while at the event.

Commissioner Travel:

None this month

Issues: None.

Attachments: Request for Committee Approval – Summary of Proposed International Travel Request


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed International Travel Request

Work Item No.:	1111
Staff:	Carol Kuester
Travel Location:	Hamburg, Germany
Travel Dates:	October 10, 2021 – October 14, 2021
Purpose of Travel	ITS World Congress
Travel Cost Estimate:	\$4,500
Funding Source:	General Fund
Fiscal Impact:	No impact to MTC budget, as funding for incidentals is already included in the budget.
Motion by Committee:	That Carol Kuester is authorized for international travel as described above and in the Administration Committee Summary Sheet dated May 12, 2021, with no requirement to set aside funds.

Administration Committee:

Federal D. Glover, Chair

Approved: Date: May 12, 2021