

Metropolitan Transportation Commission Administration Committee

June 9, 2021

Agenda Item 2d - 21-0672

Monthly Travel Report

Subject: Travel Report for the third quarter budget period ending March 31, 2021.

Background: Pursuant to MTC Resolution No. 1058, Revised, this memorandum constitutes the Travel Report to the Administration Committee. As a reminder, Commission policies governing Commissioner and staff travel require that three items be approved and reported to the Administration 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 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, with 75% of the fiscal year passed, actual travel expenses for all combined MTC travel funds are below budget at just 16.5% of the approved FY 2020-21 budget.

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 2020-21 (as of March 31, 2021)


Therese W. McMillan

TRAVEL REPORT FOR FY 2020-21
As of March 31, 2021 (75% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	\$432,500	\$72,223	16.7%
BATA	\$247,800	\$47,210	19.1%
SAFE	\$13,000	\$1,908	14.7%
Clipper	\$48,700	\$739	1.5%
Total	\$742,000	\$122,080	16.5%