



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: February 4, 2015

FR: Executive Director

RE: Monthly Travel Report

Pursuant to MTC Resolution No. 1058, Revised, which was approved by the Commission at its meeting on January 28, 2015, this constitutes the first 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 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 1, actual travel expenses for all MTC funds are running below budget as of December 2014, with 50% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

Travel Report
As of December 2014 (50.0% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	307,000	122,967	40%
BATA	234,000	61,972	26%
SAFE	12,500	4,091	33%
Clipper	64,000	7,281	11%
Total	617,500	196,310	32%