



METROPOLITAN
TRANSPORTATION
COMMISSION

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Memorandum

TO: Administration Committee

DATE: May 6, 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 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

One request this month – see Agenda Item 4a.

Commissioner Travel

None this month.

Budget Report

As outlined in Attachment 1, actual travel expenses for all combined MTC funds are running below budget as of March, with 75% of the budget year elapsed.



Steve Heminger

SH:bm

Attachment

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Travel Report
As of March (75% of year)

FUND	Budget	YTD Actual	% of Budget
MTC	260,000	196,632	76%
BATA	178,000	89,384	50%
SAFE	12,500	4,091	33%
Clipper	64,000	17,425	27%
Total	514,500	307,532	60%