



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 4a

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TO: Administration Committee

DATE: May 6, 2015

FR: Executive Director

W. I. 1122

RE: International Travel Request – Michael Reilly to Cambridge, United Kingdom (\$3,100)

This memorandum asks for Committee approval to reimburse Michael Reilly for international travel in an amount not to exceed \$3,100.

Background:

Michael Reilly, Senior Land Use Planner/Analyst, has been invited to present at the Symposium on Applied Urban Modelling. The Symposium, which is generally attended by academics and urban planners interested in modeling, will be held in Cambridge, United Kingdom from June 24 to 26. Michael's presentation will discuss the analytical modeling work that informed the Plan Bay Area environmental impact review. In addition to sharing our work with peer agencies and academics, the conference's focus on "real-world" applications will allow Michael to learn about innovative modeling applications that may prove useful to his work at MTC.

Michael has also been invited to give a lecture at the University College London's urban planning school, which he intends to do after the Symposium.

Line item cost estimates for the travel are summarized in the table below. Michael's air fare is covered by Cambridge University. Also, the conference is being held during Cambridge's graduation, making lodging during the conference expensive; Michael will continue to search for, but may not be able to obtain, less expensive accommodations.

<b>Item</b>	<b>Cost</b>
Conference registration (includes most meals)	\$500
Hotel and Hotel Taxes (4 nights at \$500 per night plus tax)	\$2,300
Meal per diem (for meals not provided by conference)	\$112
Travel to/from London	\$150
<i>Total</i>	<i>\$3,062</i>

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to reimburse Michael Reilly for his international travel in an amount not to exceed \$3,100.



Steve Heminger

SH:DO

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REQUEST FOR COMMITTEE APPROVAL  
Summary of International Travel Request

Work Item No.: 1122

Staff: Michael Reilly, Senior Land Use Planner/Analyst

Travel Location: Cambridge and London, United Kingdom

Purpose of Travel Attend the Symposium on Applied Urban Modelling in Cambridge and give a guest lecture at University College London.

Travel Cost Not to Exceed: \$3,100

Funding Source: General funds

Fiscal Impact: Sufficient funds are available in the MTC FY 2014-15 Planning Section Training and Travel budget

Motion by Committee: That the Executive Director or his designee is authorized to reimburse Michael Reilly for international travel as described above and in the Executive Director's memorandum dated May 7, 2015, and that the Chief Financial Officer is authorized to set aside funds in the amount of \$3,100 from the FY 2014-15 Agency Budget for this purpose.

Administration Committee:

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Adrienne Tissier, Chair

Approved: Date: May 13, 2015