

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	09/23/13	Open	Action	08/22/13

Subject: Authorizing Travel Outside the United States for Light Rail Trainer to attend International Rail Rodeo Committee Meeting in Montreal, Canada, on October 16th, 2013 through October 19th, 2013.

ISSUE

Whether or not to authorize travel outside the United States for Gottfried Diring, Transportation Supervisor and Trainer to attend the APTA International Rail Rodeo Committee meeting in Montreal, Canada, October 16th 2013 through October 19th, 2013.

RECOMMENDED ACTION

Adopt Resolution No. 13-09-_____, Authorizing Travel Outside the United States for Gottfried Diring, Transportation Supervisor and Trainer to Attend the APTA International Rail Rodeo Committee meeting in Montreal, Canada, October 16th 2013 through October 19th, 2013.

FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	1,690.00
Budget Source:	Operating	Next FY:	\$	N/A
Funding Source:	Local	Annualized:	\$	N/A
Cost Cntr/GL Acct(s) or	GL 35 690010	Total Amount:	\$	1,690.00
Capital Project #:				
Total Budget:	\$ 1,690.00			

DISCUSSION

In preparation for the APTA International Rail Rodeo to be held in Montreal, Canada in early June 2014, APTA and the hosting agency hold a mid-year meeting for committee members of participating properties. The purpose of the meeting is to make the necessary plans and coordinate the logistical efforts required to conduct an event of this magnitude. As the hosting agency is typically the location for this meeting and participating agencies provide the support to the hosting agency in conducting the Rodeo, committee member participation in the planning meeting is essential to the overall success of APTA's International Rail Rodeo.

Regional Transit's committee member participation and support of this meeting in Montreal, Canada is directly beneficial to the overall success of the Rodeo event and provides RT an understanding of those activities for which RT is directly responsible to provide in support of the event.

Approved:

Presented:

Final 09/16/13

General Manager/CEO

Director of Light Rail

J:\Board Meeting Documents\2013\16 September 23, 2013\Issue Paper For travel outside U.S REV.doc

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Pursuant to RT's policy for non-domestic travel, RT's Board must authorize any travel by staff outside of the country. Because attendance at this meeting is in direct support of RT's participation and ultimately in the success of the International Rodeo, staff recommends approval for Gottfried Derringer to attend the committee meeting to be held in Montreal, Canada October 16, 2013 through October 19, 2013.

RESOLUTION NO. 13-09-_____

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

September 23, 2013

AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR GOTTFRIED DIRINGER, TRANSPORTATION SUPERVISOR AND TRAINER TO ATTEND THE APTA INTERNATIONAL RAIL RODEO COMMITTEE MEETING TO BE HELD IN MONTREAL, CANADA, OCTOBER 16TH 2013 THROUGH OCTOBER 19TH, 2013.

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, travel outside the United States by Gottfried Diringer for the purpose set out in the attached Travel Request Forms will serve a Regional Transit Business purpose and is hereby approved in accordance with Section 9.211 of Title IX of the Regional Transit Administrative Code.

THAT, the Chair is hereby authorized to sign the attached Travel Request Forms.

PATRICK HUME, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

Request For Travel

1. Originating Department: Light Rail

Purpose: (Description) Attending Fall Planning Meeting

2. Function to Attend: International Rail Rodeo Committee Meeting
(Title of seminar, conference, peer review, etc.)

3. Destination: In U.S.: _____
(Location)
 Outside U.S.: Montreal, Canada
(Location)

4. Dates: a) Travel Oct-16-2013 (Wed) to Oct-19-2013 (Sat)
 b) Meeting Oct-17-2013 (Thu) to Oct-18-2013 (Fri)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 150.00	\$ 690.00	\$ 850.00		\$ 1,690.00

6. Travel Advance: Based on estimated of total costs (above) \$ 1,690.00 x 90% = \$ 1,521.00

7. Person Attending: Name Gottfried Diringer
 Signature *Gottfried Diringer* Date 8/20/2013

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010 cc 35

9. Funds budgeted and unencumbered: *U. Mokher* 8-27-13
Financial Analyst Date

10. Senior Staff Review: *[Signature]* 8/27/13
Senior Staff Member Date

11. Approval Required by: (check one)
- a. **Board** (travel outside of the U.S.)
 - b. **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could not be anticipated in advance of a board meeting) or Vice Chair for Chair
 - c. **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: *[Signature]* _____
Signature of Authorized Officer Date