

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
10	07/25/16	Open	Action	07/18/16

Subject: Authorizing Travel Outside the United States for James Drake to attend APTA Multimodal Operations Planning Workshop to be held in Calgary, Alberta, Canada

## ISSUE

Whether or not to authorize travel outside the United States for the APTA Multimodal Operations Planning Workshop to be held in Calgary, Alberta, Canada, August 1 – 3, 2016.

## RECOMMENDED ACTION

Approve Resolution No. 16-07-\_\_\_\_\_, Authorizing Travel Outside the United States for James Drake, Service Planner, to attend the APTA Multimodal Operations Planning Workshop to be held in Calgary, Alberta, Canada, August 1 – 3, 2016.

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	972.09
Budget Source:	Operating	Next FY:	\$	0
Funding Source:	Local	Annualized:	\$	n/a
Cost Cntr/GL Acct(s) or Capital Project #:	GL #690005/cc51 GL #690022/cc51 GL #690006/cc51	Total Amount:	\$	972.09
Total Budget:	\$ 972.09			

## DISCUSSION

The APTA Multimodal Operations Planning workshop offers transit planning and scheduling disciplines focused on relevant subject matter, including transit service development, route design, schedule optimization, demographic analysis, passenger engagement, etc.

RT policy requires that any business travel outside the country be approved by the RT Board of Directors in advance of travel. The attached resolution would approve reimbursement of \$972.09 in lodging and conference registration fees for Service Planner James Drake to attend the American Public Transportation Association (APTA) Multimodal Operations Planning Workshop, which will be held in Calgary, Alberta from August 1-3. Mr. Drake will be paying for his own airfare both ways and will be paying his own meal and transportation expenses for a day-long technical tour of the Edmonton, Alberta transit system, organized by the conference attendees, immediately preceding the conference.

Staff recommends that the Board approve travel for James Drake to attend the APTA Multimodal Operations Planning Workshop to be held in Calgary, Alberta Canada.

Approved:

Presented:

Final 07/20/16

General Manager/CEO

VP of Accountability and Performance

J:\Board Meeting Documents\2016\12 July 25, 2016\IP Travel Request Calgary.doc

RESOLUTION NO. 16-07-\_\_\_\_\_

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

July 27, 2016

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR JAMES DRAKE,  
SERVICE PLANNER, TO ATTEND THE APTA MULTIMODAL OPERATIONS  
PLANNING WORKSHOP TO BE HELD IN CALGARY, ALBERTA, CANADA,  
AUGUST 1 – 3, 2016.**

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

THAT, travel outside the United States by James Drake for the purpose set out in the attached Travel Request Form 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 Form.

\_\_\_\_\_  
JAY SCHENIRER, Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Service Planning

Purpose: (Description) APTA Multimodal Operations Planning Workshop

2. Function to Attend: APTA Multimodal Operations Planning Workshop  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Calgary, AB (Canada)  
 (Location)

4. Dates: a) Travel Jul-30-2016 (Sat) to Aug-03-2016 (Wed)  
 b) Meeting Aug-01-2016 (Mon) to Aug-03-2016 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 69.00	\$ 353.09	\$ 0.00	\$ 550.00	\$ 972.09

6. Travel Advance: Based on estimated of total costs (above) \$ 972.09 x 90% = \$ 874.88

7. Person Attending: Name James Drake  
 Signature James A. Drake Date 7/18/16

(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: #690005/cc51 \$422.09 Meals/Lodging  
#690022/cc51 \$550.00 Registration

9. Funds budgeted and unencumbered: U. Mokhov 7-18-16  
 Financial Analyst Date

10. Senior Staff Review: Raura Ham 7/18/16  
 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 be 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 of Authorized Officer Date