

TRAVEL/MEETING EXPENSE
Board of Directors
FY 2023-24 - Fourth Quarter Report

STAFF REPORT 24-401
ATTACHMENT 1

Director	Expense Description	Expense Q4	Quarter	Declining Balance
BECKLES	Beginning Balance			\$9,000.00
7201	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$125.76	\$10,674.24
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$81.22	\$10,593.02
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$222.05	\$10,370.97
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$3,966.30	\$3,966.30	\$6,404.67
	4th Quarter Report			
	April			
	04/10/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$15.72		
	04/24/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$15.72		
	04/25/2024 - Mileage Richmond ILC Meeting (Roundtrip from home to Richmond City Hall)	\$2.62		
	May			
	National Association of City Transportation Officials Designing Cities 2024: Miami-Dade - Miami, FL, May 7-10, 2024			
	03/11/2024 - Registration	\$850.00		
	03/12/2024 - Airfare	\$657.96		
	03/11/2024 - Lodging	\$1,971.85		
	05/10/2024 - Per Diem	\$313.50		
	05/10/2024 - Ground Transportation	\$76.05		
	05/22/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$15.72		
	05/29/2024 - Mileage Board of Directors Retreat (Roundtrip from home to GO)	\$15.72		
	June			
	06/05/2024 - Mileage Special Board Meeting (Roundtrip from home to GO)	\$15.72		
	06/26/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$15.72		
	Total:	\$3,966.30		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
WALSH	Beginning Balance			\$9,000.00
7203	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$0.00	\$10,800.00
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$75.00	\$10,725.00
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$124.00	\$10,601.00
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$6,930.34	\$6,930.34	\$3,670.66
	4th Quarter Report			
	April			
	American Public Transportation Association 2024 Legislative Conference - Washington DC, April 7-9, 2024			
	02/06/2024 - Registration	\$975.00		
	02/06/2024 - Airfare	\$785.48		
	04/09/2024 - Lodging	\$1,144.44		
	04/09/2024 - Per Diem	\$319.50		
	04/04/2024 - WTS Spring Mixer Event, Oakland, CA - 4/11/2024-Reg	\$79.75		
	May			
	04/23/2024 - TransFormCA All Aboard Event, Oakland, CA - 5/2/2024-Reg	\$50.00		
	National Association of City Transportation Officials Designing Cities 2024: Miami-Dade - Miami, FL, May 7-10, 2024			
	01/10/2024 - Registration	\$750.00		
	02/13/2024 - Airfare	\$672.19		
	05/10/2024 - Lodging	\$1,125.48		
	05/10/2024 - Per Diem	\$244.50		
	05/10/2024 - Ground Transportation	\$68.08		
	California Transit Association Spring Legislative Conference, Sacramento, CA; May 21, 2024			
	04/08/2024 - Registration	\$240.00		
	05/10/2024 - Lodging	\$347.42		
	05/10/2024 - Transportation	\$58.00		
	05/10/2024 - Per Diem	\$70.50		
	June			
	No Reportables.			
	Total:	\$6,930.34		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
SYED	Beginning Balance			\$9,000.00
7202	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$0.00	\$10,800.00
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$2,044.07	\$8,755.93
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$122.60	\$8,633.33
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$5,114.59	\$5,114.59	\$3,518.74
	4th Quarter Report			
	April			
	04/10/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$9.17		
	04/24/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$9.17		
	American Public Transportation Association Mobility Conference, Portland, OR, April 28-May 1, 2024			
	03/29/2024 - Registration	\$1,100.00		
	03/29/2024 - Lodging	\$1,037.45		
	03/19/2024 - Airfare	\$358.20		
	05/01/2024 - Per Diem	\$280.00		
	05/01/2024 - Baggage	\$70.00		

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SYED	Beginning Balance			\$9,000.00
7202	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$0.00	\$10,800.00
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$2,044.07	\$8,755.93
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$122.60	\$8,633.33
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$5,114.59	\$5,114.59	\$3,518.74
	May			
	California Transit Association Spring Legislative Conference, Sacramento, CA; May 21, 2024			
	03/18/2024 - Registration (transferred from Peebles)	\$240.00		
	05/14/2024 - Lodging	\$347.42		
	05/21/2024 - Mileage	\$9.83		
	05/21/2024 - Per Diem	\$70.50		
	05/21/2024 - Parking (at Emeryville Amtrak station)	\$21.75		
	05/20/2024 - Ground Transportation - Amtrak from Emeryville to Sacramento	\$29.00		
	05/08/2024 - Mileage - BART/AC Transit ILC Meeting (RT from home to GO)	\$9.17		
	05/08/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$9.17		
	05/22/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$9.17		
	05/29/2024 - Mileage - Board Retreat (RT from home to GO)	\$9.17		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
SYED	Beginning Balance			\$9,000.00
7202	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$0.00	\$10,800.00
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$2,044.07	\$8,755.93
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$122.60	\$8,633.33
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$5,114.59	\$5,114.59	\$3,518.74
	June			
	American Public Transportation Association APTAtech, Philadelphia, PA; August 4-7, 2024			
	06/17/2024 - Registration (Pre-payment)	\$839.00		
	06/17/2024 - Airfare (Pre-payment)	\$588.95		
	06/05/2024 - Mileage - Special Board Meeting (RT from home to GO)	\$9.17		
	06/12/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$9.17		
	06/13/2024 - Mileage - Transbay Joint Powers Authority Meeting (RT from home to SF City Hall)	\$20.96		
	06/13/2024 - Bridge Toll - Transbay Joint Powers Authority Meeting - Bay Bridge	\$7.00		
	06/13/2024 - Parking - Transbay Joint Powers Authority Meeting	\$12.00		
	06/26/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$9.17		
	Total:	\$5,114.59		

TRAVEL/MEETING EXPENSE
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Director	Expense Description	Expense Q4	Quarter	Declining Balance
MCCALLEY	Beginning Balance			\$9,000.00
7205	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$1,254.40	\$9,545.60
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$1,992.08	\$7,553.52
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$257.97	\$7,295.55
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$1,899.10	\$1,899.10	\$5,396.45
	4th Quarter Report			
	April			
	03/21/2024 - Mileage - Alameda County Special District Association Annual Dinner, Castro Valley, CA (RT from home to Redwood Canyon Golf Course)	\$6.55		
	04/10/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$26.20		
	04/11/2024 - Mileage - Transbay Joint Powers Association Meeting (RT from home to Castro Valley BART)	\$3.93		
	04/11/2024 - Ground Transportation - Transbay Joint Powers Association Meeting (BART Fare from Castro Valley BART to Civic Center BART stations)	\$3.00		
	04/11/2024 - Parking - Transbay Joint Powers Association Meeting (Castro Valley BART station parking)	\$4.40		
	04/23/2024 - Mileage - City of San Leandro State-of-the-City presentation (RT from home to San Leandro Community Center)	\$11.14		
	04/24/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$26.20		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
MCCALLEY	Beginning Balance			\$9,000.00
7205	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$1,254.40	\$9,545.60
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$1,992.08	\$7,553.52
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$257.97	\$7,295.55
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$1,899.10	\$1,899.10	\$5,396.45
	May			
	California Transit Association Spring Legislative Conference, Sacramento, CA; May 21, 2024			
	03/04/2024 - Registration	\$240.00		
	05/21/2024 - Lodging	\$347.42		
	05/20/2024 - Ground Transportation - Amtrak from Emeryville to Sacramento	\$52.20		
	05/21/2024 - Ground Transportation - Rideshare	\$50.12		
	05/21/2024 - Per Diem	\$70.50		
	05/21/2024 - Mileage - Travel from home to private parking for Amtrak	\$24.24		
	05/08/2024 - Mileage - BART/AC Transit ILC Meeting (RT from home to GO)	\$26.20		
	05/08/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$26.20		
	05/08/2024 - Mileage - ACT Spring Hiring Event (RT from home to Training & Education Center)	\$11.14		
	05/22/2024 - Mileage - Regular Board Meeting (RT from home to GO)	\$26.20		
	05/29/2024 - Mileage - Board Retreat (RT from home to GO)	\$26.20		
	05/31/2024 - City of Hayward/AC Transit ILC Meeting (RT from home to Hayward City Hall)	\$5.24		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
MCCALLEY	Beginning Balance			\$9,000.00
7205	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$1,254.40	\$9,545.60
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$1,992.08	\$7,553.52
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$257.97	\$7,295.55
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$1,899.10	\$1,899.10	\$5,396.45
	June			
	American Public Transportation Association 2024 Board Member and Board Administrator Seminar, San Jose, CA, July 13-16, 2024 (Reg Pre-payment)	\$819.00		
	05/28/2024 - Mileage, Board Training (Roundtrip from home to 3200 College Ave)	\$26.86		
	06/03/2024- Mileage - Meeting with Warren Cushman re: Realign (Roundtrip from home to 439 A street)	\$6.55		
	06/12/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$26.20		
	06/22/2024 - Mileage - City of Hayward Juneteenth Festival (Roundtrip from home to Heritage Plaza, Hayward)	\$7.21		
	06/26/2024 - Mileage Board of Directors Meeting (Roundtrip from home to GO)	\$26.20		
	Total:	\$1,899.10		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
SHAW	Beginning Balance			\$9,000.00
7206	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$2,222.96	\$8,577.04
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$4,015.10	\$4,561.94
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$0.00	\$4,561.94
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$4,559.29	\$4,559.29	\$2.65
	4th Quarter Report			
	April			
	American Public Transportation Association Legislative Conference, Washington DC, April 7-9, 2024			
	02/23/2024 - Registration	\$975.00		
	04/10/2024 - Lodging	\$1,525.92		
	04/10/2024 - Per Diem	\$319.50		
	American Public Transportation Association Mobility Conference, Portland, OR, April 28-May 1, 2024			
	02/23/2024 - Registration (partially paid with reg credit from prior fiscal year)	\$339.00		
	03/02/2024 - Lodging (4-nights + 16% taxes)	\$1,090.44		
	May			
	California Transit Association Spring Legislative Conference, Sacramento, CA; May 21, 2024			
	02/23/2024 - Registration	\$240.00		
	05/21/2024 - Mileage (Roundtrip from home to Conference in Sacramento)	\$69.43		
	June			
	No Reportables.			
	Total:	\$4,559.29		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
PEEPLES	Beginning Balance			\$9,000.00
7200	Board-approved increase to Board Member Budget			\$1,800.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$1,062.29	\$9,737.71
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$0.00	\$9,737.71
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$3,616.81	\$6,120.90
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$1,226.70	\$1,226.70	\$4,894.20
	4th Quarter Report			
	April			
	American Public Transportation Association Mobility Conference, Portland, OR, April 28-May 1, 2024 (attendance canceled)			
	03/19/2024 - Registration (non-refundable; Credit for future event minus 20% fee)	\$1,000.00		
	03/19/2024 - Airfare (non-refundable; credit for future travel)	\$226.70		
	May			
	No Reportables.			
	June			
	No Reportables.			
	Total:	\$1,226.70		

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Director	Expense Description	Expense Q4	Quarter	Declining Balance
	(Pursuant to Board Policy 155, the Board President shall receive an additional \$2000 available during 1st half of fiscal year, and \$2,000 available during 2nd half of fiscal year)			
YOUNG	Beginning Balance			\$9,000.00
7204	Additional \$2,000 for 1st half of fiscal year - Board President			\$2,000.00
	Additional \$2,000 for 2nd half of fiscal year - Board President			\$2,000.00
	Board-approved increase to Board Member Budget			\$1,800.00
	Additional \$1,000 increase - 2nd half of fiscal year - Board President			\$1,000.00
	1st Quarter Travel/Meetings (July/Aug/Sep)		\$7,127.69	\$8,672.31
	2nd Quarter Travel/Meetings (Oct/Nov/Dec)		\$3,771.42	\$4,900.89
	3rd Quarter Travel/Meetings (Jan/Feb/Mar)		\$1,419.51	\$3,481.38
	4th Quarter Travel/Meetings (Apr/May/Jun)	\$3,481.38	\$3,481.38	\$0.00
	4th Quarter Report			
	April			
	American Public Transportation Association 2024 Legislative Conference - Washington DC, April 7-9, 2024			
	02/12/2024 - Registration	\$975.00		
	04/04/2024 - Airfare	\$193.50		
	04/10/2024 - Lodging	\$1,821.55		
	04/10/2024 - Ground Transportation	\$14.96		
	04/10/2024 - Per Diem	\$319.50		
	American Public Transportation Administration Study Mission: Sydney-Melbourne-Auckland (July-August 2023) - Credit for Clerical Error;	-\$417.00		
	May			
	No Reportables.			
	June			
	White House Juneteenth Celebration, Washington, DC, June 10, 2024			
	06/10/2024 - Airfare	\$573.87		
	Total:	\$3,481.38		