

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 5/27/2026

Staff Report No. 26-212

TO: AC Transit Board of Directors
FROM: Jelena Harada, Interim District Secretary
SUBJECT: Quarterly Travel and Meeting Expenses

BRIEFING ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider receiving the FY 2025-26 Third Quarter Travel and Meeting Expense Report for the Board of Directors.

Staff Contact:
Jelena Harada, Interim District Secretary

STRATEGIC IMPORTANCE:

This report is provided for administrative purposes and, therefore, has no strategic importance.

BUDGETARY/FISCAL IMPACT:

For FY 2025-26, each Board Director's budget allotment is \$8,640 for travel and meeting expenses related to District business, with the Board President receiving an extra \$3,000 during each half of the fiscal year. Total expenses for the Third Quarter of FY 2025-26 amounted to \$ 4,795.79.

BACKGROUND/RATIONALE:

Board Policy No. 155 requires that the Board of Directors receive an itemized quarterly summary of all Board related travel, meeting and miscellaneous expenses reimbursed under the policy. A report of expenses for each Director is provided in Attachment 1. In addition, the year-to-date expense total for each Director is provided in Attachment 2.

ADVANTAGES/DISADVANTAGES:

This report is provided to the Board in the interest of transparency with regard to travel and miscellaneous expenses incurred by the Board of Directors.

ALTERNATIVES ANALYSIS:

This report is provided for information only.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers.

ATTACHMENTS:

1. FY 2025-26 Third Quarter Board Directors Travel/Meeting Expense Report
2. Board Year-to-date Expense Total

Prepared by:

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Approved/Reviewed by:

Jelena Harada, Interim District Secretary