

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 9/14/2022

**Staff Report No. 22-464**

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**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** FY 2021-22 Fourth Quarter Employee and Non-Employee Out-of-State Travel

### BRIEFING ITEM

**AGENDA PLANNING REQUEST:** ☐

**RECOMMENDED ACTION(S):**

Consider receiving the FY 2021-22 Fourth Quarter Employee and Non-Employee Out-of-State Travel Report.

**STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency  
Initiative - Financial Efficiency and Revenue Maximization

The report provides a detailed accounting of all employee out-of-state travel taken place during the Fourth quarter of this fiscal year for the Board to monitor these activities.

**BUDGETARY/FISCAL IMPACT:**

Budgeted travel activity is included as part of the FY 2021-22 Operating Budget.

**BACKGROUND/RATIONALE:**

Three of the four employees who traveled in this quarter - Ahsan Baig, Cecil Blandon, and Sal Llamas - were invited to attend the various conferences as speaker or panelist in a leadership capacity in their respective fields. Hence, major expenses such as airfare and lodging were paid for by the conferences.

One employee, Diann Castleberry attended WTS 2022 Annual Conference for professional development purposes.

The grand total of all employee out-of-state travel costs for the Fourth Quarter FY 2021-22 was \$4,535. There was no non-employee out-of-state travel expense to report.

**ADVANTAGES/DISADVANTAGES:**

There are no notable advantages or disadvantages.

**ALTERNATIVES ANALYSIS:**

This report does not recommend an action.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 22-139 FY 2021-22 Third Quarter Employee and Non-Employee Out-of-State Travel.

**ATTACHMENTS:**

1. Employee Out-of-State Travel Summary, Fourth Quarter FY 2021-22

**Prepared by:**

Sue Lee, Director of Revenue Management

**Approved/Reviewed by:**

Chris Andrichak, Chief Financial Officer