

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/9/2019

Staff Report No. 19-014

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Travel Authorization

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing President Ortiz to travel to Washington, D. C. on March 20, 2019, to receive the 2019 Celebrating Women Who Move the Nation Award from the Conference of Minority Transportation Officials.

BUDGETARY/FISCAL IMPACT:

Estimated expenses are as follows and, if approved, will be paid using President Ortiz's travel budget:

Expense Item	Cost
Airfare	\$400.00
Lodging (2 nights at 250.00 per night)	\$500.00
Per Diem (3 days)	\$190.00
Ground Transportation (3 days at \$30 per day)	\$90.00
Total Estimated Cost:	\$1,180.00

BACKGROUND/RATIONALE:

In accordance with Board Policy 155, all out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business and at District expense, shall be approved by action of the Board of Directors prior to incurring expenses. This travel authorization has been prepared in accordance with Board Policy 155.

On January 2, 2019, President Ortiz was informed that she had been selected for the Conference of Minority Transportation Officials' 2019 Celebrating Women Who Move the Nation Award in recognition of her professional achievements and exemplary leadership in the transportation industry. This award is one of the highest honors bestowed by COMTO and recognizes women executives in transportation from across the nation that have provided inspirational leadership by opening career pathways for women and for their extraordinary achievements in transportation.

In recognition of Women's History Month, COMTO will hold its 8th Annual Celebrating Women Who Move the Nation Awards Breakfast on Wednesday, March 20, 2019, in Washington, DC.

ADVANTAGES/DISADVANTAGES:

The impact of allowing President Ortiz to attend and be honored for her achievements and leadership elevates the stature of AC Transit and is entirely positive.

ALTERNATIVES ANALYSIS:

This report has been prepared at the request of President Ortiz.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Board Officers

ATTACHMENTS:

None

Prepared by:

Linda A. Nemeroff, District Secretary