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**FY 2019-20 First Quarter Employee and Non-Employee Out-of-State Travel**

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**Employee:** Ahsan Biag

**Date:** July 10 – 13, 2019

**Purpose:** Transit CIO Consortium

**Place:** Salt Lake City Utah

**Cost:** \$865.64

**Nature of Expenses:** Lodging (\$412.49); Airfare (\$305.60); Per Diem (\$113.00)

**Justification:** The Transit CIO Consortium is tailored for transit agency CIO's to learn and share about technology specific to Transit. Sessions are focused on leadership, management and shared technologies.

**Employee:** Chantal Renee Reynolds

**Date:** July 12 – 17, 2019

**Purpose:** COMTO 2019

**Place:** Tampa, FL

**Cost:** \$2643.46

**Nature of Expenses:** Lodging (\$966.60); Airfare (\$508.30); Per Diem (\$253.50)

**Justification:** External Affairs Representative, Chantal Reynolds, attended the 2019 Conference of Minority Transportation Officials' COMTO Conference from July 12<sup>th</sup> to July 17<sup>th</sup>. The conference is one of the nation's premier gatherings of professionals in the transportation industry. COMTO's annual conference brought together industry leaders, transportation professionals at all career levels, government employees, manufacturers, suppliers, from all sectors of the transportation industry for opportunities of learning, training, and networking. The conference included plenary sessions, technical tours, workshops, a vendor fair, and many more events that allowed attendees to network and share and exchange multimodal best practices in transportation. Representatives from the City of Oakland including the Department of Transportation staff and the Department of Human Services Paratransit staff attended this year as well. AC Transit was nominated as Public Agency of the Year, but the Award went to Georgia's Metropolitan Atlanta Rapid Transit Authority (MARTA).

**Employee:** Jill Sprague

**Date:** July 21 - 23, 2019

**Purpose:** 58<sup>th</sup> Annual Workshop on Transportation Law

**Place:** Cleveland, OH

**Cost:** \$1885.01

**Nature of Expenses:** Lodging (\$305.24); Airfare (\$864.77); Per Diem (\$165.00)

**Justification:** Attending TRB Transit Law Workshop, which included FTA legislative updates, continuing legal education and presentations regarding transit legal issues.

**Employee:** Chris Andrichak  
**Date:** July 21 – July 25, 2019  
**Purpose:** Leadership APTA Session 4  
**Place:** Minneapolis, MN  
**Cost:** \$2,027.65

**Nature of Expenses:** Lodging (\$1351.02); Airfare (\$481.60); Per Diem (\$153.03)

**Justification:** Chris is part of the 2019 class of Leadership APTA. His trip was to Minneapolis, MN, for the fourth session of his class. The trip was the capstone session for the class, focused on final preparation and presentation of his group leadership project on cyber-security.

**Employee:** Linda Morris  
**Date:** July 27 – 31, 2019  
**Purpose:** 2019 Sustainability & Multimodal  
**Place:** Boston, MA  
**Cost:** \$2688.72

**Nature of Expenses:** Lodging (\$1143.92); Airfare (\$518.52); Per Diem (\$319.50)

**Justification:** I Attended the APTA Sustainability & Multimodal workshop participating in a session about equity and low-income fares; and convene the annual meeting of the APTA Environmental Justice and Title VI subcommittee.

**Employee:** Sally Goodman  
**Date:** July 27 – August 1, 2019  
**Purpose:** 2019 Sustainability & Multimodal  
**Place:** Boston MA  
**Cost:** \$3166.85

**Nature of Expenses:** Lodging (\$1431.15); Airfare (\$685.60); Per Diem (\$355.00)

**Justification:** The purpose of this conference of APTA Sustainability & Multimodal workshop; was to moderate a session about equity and low-income fares; and convene the annual meeting of the APTA Environmental Justice and Title VI subcommittee (of which I am the co-chair).

**Employee:** Campbell Jung  
**Date:** July 28 – August 1, 2019  
**Purpose:** Joint Statistical Mtgs (2019)  
**Place:** Denver, CO  
**Cost:** \$2984.88

**Nature of Expenses:** Lodging (\$1037.12); Airfare (\$639.96); Per Diem (\$342.00)

**Justification:** Purpose of this trip was to attend training sessions on current advancements in statistical methods, sampling theory and software applications. Features included data modeling, validation and visualization methods. These methods are applicable to District performance data analytics, and externally for NTD reporting compliance.

**Employee:** Alieza Bircher  
**Date:** August 25 – 30, 2019  
**Purpose:** ENO Transit for Mid-Mgr.  
**Place:** Vancouver Canada  
**Cost:** \$6,922.88

**Nature of Expenses:** Lodging (\$1486.00); Airfare (\$429.56); Per Diem (\$797.50)

**Justification:** Eno TMM program provides mid-managers in the Transit industry leadership and management skills. I was accepted into the program to develop leadership skills training including objectives such as improve strategic thinking skills, gain a broader knowledge of industry trends, understand the critical role of mid-manager & develop a network across agencies and organizations.

**Employee:** John Uργο  
**Date:** August 26 – August 31, 2019  
**Purpose:** ENO Mid-Manager Training  
**Place:** Vancouver Canada  
**Cost:** \$6,664.37

**Nature of Expenses:** Lodging (\$1459.53); Airfare (\$471.96); Per Diem (\$797.50)

**Justification:** The Eno Transit Mid-Manager Program is a 4.5 day course intended for second-level managers at transit properties, FTA, and vendors to transit operators. It provides an introduction to leadership and management skills. Applicants are nominated by their agency and are then required to submit an application. The course included the following topics during the weeklong seminar: Leadership, Communication, change management, Critical Role of Mid Managers, and Crossing the Generational Divide. In addition, it included two individualized confidential coaching sessions that provided detailed feedback and growth opportunities.

**Employee:** Porchiraju Ramakrishna  
**Date:** August 26 - 28, 2019  
**Purpose:** FTA Construction Workshop  
**Place:** Seattle, WA  
**Cost:** \$1014.93

**Nature of Expenses:** Lodging (\$598.18); Airfare (\$155.96); Per Diem (\$185.00)

**Justification:** The FTA Transit Construction Workshop held on August 27-28, 2019, in Seattle, WA will bring together top chief engineers and construction managers from transit agencies to discuss methods to improve the implementation of transit projects. The workshop will provide a forum for sharing ideas, challenges and the best practices in the delivery of transit construction projects.

**Employee:** Ahsan Baig  
**Date:** September 14 – 17, 2019  
**Purpose:** APTA Tech Conference  
**Place:** Columbus, OH  
**Cost:** \$1978.26

**Nature of Expenses:** Lodging (\$567.87); Airfare (\$446.00); Per Diem (\$196.50)

**Justification:** The purpose of this trip to present on VIOP Radio and moderate a session. It was an opportunity to learn from the various technical and educational programs presented.

**Employee:** Manjit Sooch  
**Date:** September 14 – 19, 2019  
**Purpose:** APTA Tech Conference  
**Place:** Columbus, OH  
**Cost:** \$2117.90

**Nature of Expenses:** Lodging (\$573.40); Airfare (\$497.00); Per Diem (\$240.50)

**Justification:** Ms. Sooch was the Organizing Committee Chair for this event. She attended to lead the IT committee meeting, mentor speakers, moderate technology sessions and to represent the District to external agencies. There were many opportunities to learn from the technical and educational programs presented.

**Employee:** Sandra Lewis Williams  
**Date:** September 14 – 18, 2019  
**Purpose:** APTA Tech Conference  
**Place:** Columbus, OH  
**Cost:** \$1868.38

**Nature of Expenses:** Lodging (\$627.45); Airfare (\$349.48); Per Diem (\$165.50)

**Justification:** Manjit Sooch, Chairperson of the APTA Information Technology Committee, requested that I present “Lessons Learned and Best Practices for a ‘Smooth’ ITS CAD/AVL Deployment” at the conference. I was a panelist on the ‘Lessons Learned for Operations Technologies’ segment on Tuesday September 17. The presentation included PowerPoint slides and discussion that detailed the history, risks, successes, lessons learned, and best practices gained as a result of my Project Management in the implementation of our CAD/AVL system at AC Transit.