STAFF REPORT

TO: AC Transit Board of Directors
FROM: Michael A. Hursh General Manager
SUBJECT: FY 2016-17 Fourth Quarter Employee and Non-Employee Out-of-State Travel

BRIEFING ITEM

RECOMMENDED ACTION(S):

Consider receiving the FY 2016-17 Fourth Quarter Employee and Non-Employee Out-of-State Travel Report.

BACKGROUND/RATIONALE:

The employee out-of-state travel for the Fourth Quarter of FY 2016-17 totals $63,501.48 with $1,340.92 grant funded and $62,160.56 funded by the District Operating Program. There are no non-employee travel expenses to report. Attachment 1 summarizes the trips that were taken in the fourth quarter, and Attachment 2 provides a detailed description of the justification for the trip, as well as the nature of the expenses.

The out-of-state travel was primarily focused on employee development activities. A brief summary of the out-of-state travel for the fourth quarter is as follows:

<table>
<thead>
<tr>
<th>Title of Conference</th>
<th>Month of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Cell</td>
<td>April 2017</td>
</tr>
<tr>
<td>FTA Drug &amp; Alcohol Conference</td>
<td>April 2017</td>
</tr>
<tr>
<td>APTA Bus Conference</td>
<td>May 2017</td>
</tr>
<tr>
<td>FTA/APTA Roundtable</td>
<td>May 2017</td>
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<tr>
<td>APTA Roadeo</td>
<td>May 2017</td>
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<td>CFTE CTI Conference</td>
<td>May 2017</td>
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<tr>
<td>Public Transit Fuel Management Symposium</td>
<td>May 2017</td>
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<tr>
<td>B2GNow User Conference</td>
<td>May 2017</td>
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<tr>
<td>APA National Planning Conference</td>
<td>May 2017</td>
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<tr>
<td>Microsoft Build 2017 Conference</td>
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<tr>
<td>2017 WTS Annual Conference</td>
<td>May 2017</td>
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<tr>
<td>New Flyer BRT Inspection</td>
<td>June 2017</td>
</tr>
<tr>
<td>Federal Legislative Meeting</td>
<td>June 2017</td>
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</table>

BUDGETARY/FISCAL IMPACT:

Budgeted travel activity is included as part of the FY 2016-17 Operating Budget.
ADVANTAGES/DISADVANTAGES:

There are no notable advantages or disadvantages.

ALTERNATIVES ANALYSIS:

This report does not recommend an action.

PRIOR RELEVANT BOARD ACTIONS/POLICIES:

Staff Report 17-104 FY 2016-17 Third Quarter Employee and Non-Employee Out-of-State Travel

ATTACHMENTS:

1: Employee Out-of-State Travel Summary, Fourth Quarter FY 2016-17
2: Detailed Description of Employee Travel, Fourth Quarter FY 2016-17

Executive Staff Approval: Claudia L. Allen, Chief Financial Officer
Prepared by: Sue Lee, Director of Revenue Management
<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Purpose</th>
<th>City/State</th>
<th>Total Cost</th>
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**Recap:**

- District Funded Travel: 62,160.56
- *Grant-Funded Travel: 1,340.92

**TOTAL:** 63,501.48
Employee: Blossom Albuquerque  
Date: 5/9-5/11/2017  
Purpose: FTA/APTA Roundtable  
Place: Reno, Nevada  
Cost: $518.79  
Nature of Expenses: Lodging ($268.82); Airfare ($117.97); Per Diem ($132.00)  
Justification: Attended the APTA Roundtable discussion on Transit Asset Management Planning, as well as the TAM workshop and seminar to help with the District’s Maintenance department goals in creating the TAM plan per FTA ruling.

Employee: Nathaniel Arnold  
Date: 4/25-4/26/2017  
Purpose: Fuel Cell  
Place: Reno, Nevada  
Cost: $193.12  
Nature of Expenses: Lodging ($97.12); Per Diem ($96.00)  
Justification: Selected to drive the fuel cell bus to Reno, NV on two separate times. I also participated in the fuel cell bus activities.

Employee: Nathaniel Arnold  
Date: 5/6-5/10/2017  
Purpose: 2017 APTA Bus Rodeo  
Place: Reno, Nevada  
Cost: $1,610.49  
Nature of Expenses: Conference Fees ($780.00); Per Diem ($288.00); Lodging ($542.49)  
Justification: Participated in the 2017 APTA Bus Rodeo activities.

Employee: Richard Barbe  
Date: 6/13-6/15/2017  
Purpose: New Flyer BRT Inspection  
Place: Minneapolis, Minnesota  
Cost: $1,340.92  
Nature of Expenses: Airfare ($754.00); Lodging ($215.76); Rental Car ($211.16); Per Diem ($160.00)  
Justification: To perform a configuration audit and inspect the 1st of (29) New Flyer articulated buses that the District is purchasing.

Employee: Sean Burr  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Rodeo  
Place: Reno, Nevada  
Cost: $1,080.28  
Nature of Expenses: Airfare ($133.89); Lodging ($712.86); Per Diem ($233.53)  
Justification: One of the maintenance team members, who participated in the 2017 APTA Bus Rodeo.
Employee: Maria Campos  
Date: 4/17-4/21/2017  
Purpose: FTA Drug & Alcohol Conference  
Place: New Orleans, Louisiana  
Cost: $1,735.00  
Nature of Expenses: Lodging ($1,016.72); Airfare ($402.94); Ground Transportation ($91.34); Per Diem ($224.00)  
Justification: The conference offers legislative updates, workshops that provide certification credits and cover relevant topics related to drug and alcohol program administration and technology. This is a free annual conference.

Employee: Jesse DelaCruz  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Roadeo  
Place: Reno, Nevada  
Cost: $1,099.82  
Nature of Expenses: Lodging ($575.00); Mileage ($263.22); Per Diem ($352.00); Credits (-90.40)  
Justification: Participated as an APTA AC Transit Roadeo team member.

Employee: Howard Der  
Date: 5/6-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,637.90  
Nature of Expenses: Airfare ($38.95); Ground Transportation ($67.80); Per Diem ($288.00); Lodging ($368.15); Registration fees ($875.00)  
Justification: Attended the 2017 APTA Bus & Paratransit Conference to gain information on best practices and evolving topics in public transportation with a specific focus on bus operations. I took part in workshops and presentations on real-world approaches to addressing innovation, integration of rideshare into public transportation, and the latest in intelligent transportation systems (ITS) practices. The Conference also included a showcase of rolling stock and bus operations-related products & services from a wide variety of industry vendors. In addition, the Conference’s host agency, the Regional Transportation Commission of Washoe County, conducted a technical tour of its transit centers in Downtown Reno and Sparks, and a bus tour of its two forthcoming BRT corridors.

Employee: Roland Fecteau  
Date: 4/25-4/26/2017  
Purpose: Fuel Cell  
Place: Reno, Nevada  
Cost: $508.40  
Nature of Expenses: Airfare ($464.20); Lodging ($97.12); Miscellaneous ($315.28); Ground Transportation ($26.00); Per Diem ($96.00)  
Justification: Test trip to make sure that Fuel Cell Bus will make it to Reno for APTA Conference, monitor performance of bus, add H2 fuel at public stations to test operation.
Employee: Roland Fecteau  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $3,909.23  
Nature of Expenses: Lodging ($712.86) Per Diem ($182.50); Conference Fees ($825.00); Miscellaneous ($2,188.87)  
Justification: Drive Fuel Cell Bus to APTA Conference for display in Bus exhibit, attend APTA Conference to give presentation with Director Peeples.

Employee: Sally Goodman  
Date: 5/7-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,390.18  
Nature of Expenses: Registration Fees ($825.00); Airfare ($77.88); Lodging ($277.20); Ground Transportation ($18.10); Per Diem ($192.00)  
Justification: Attended several educational sessions, including one focused specifically on Title VI and environmental justice compliance in public transit. I met with colleagues from across the US who carry out the same work, sharing knowledge and experiences, and deepening relationships that provide much support throughout the year. In addition, I participated in several APTA member meetings: the Environmental Justice/Title VI subcommittee and the Diversity Council meetings. Attendance at the APTA conference was a great educational and professional development opportunity.

Employee: Beverly Greene  
Date: 6/19-6/21/2017  
Purpose: Federal Legislative Meeting  
Place: Washington, District of Columbia  
Cost: $1,875.29  
Nature of Expenses: Airfare ($766.40); Lodging ($776.32); Ground Transportation ($142.82); Per Diem ($189.75)  
Justification: Met with members of Congress. Visited with Representative Barbara Lee, Representative Mark DeSaulnier, Representative Eric Swalwell, Representative John Garamendi and staff from the offices of Senator Dianne Feinstein, Senator Kamala Harris, Representative Ro Khanna, Representative Doug LaMalfa, and Representative Luke Messer. Also met with majority and minority staff from the House Transportation and Infrastructure Committee and the Senate Banking, Housing, and Urban Affairs Committee. They presented the Economic Impact Map, which shows where AC Transit buses and their major components are manufactured by state. This demonstrates that public transit not only relieves congestion and reduces greenhouse gas emissions, but contributes to the economy by sustaining local and national manufacturing jobs.
Employee: Beverly Greene
Date: 5/21/2017
Purpose: CFTE CTI Conference
Place: Seattle, Washington
Cost: $681.23
Nature of Expenses: Airfare ($286.18); Ground Transportation ($6.00); Conference Fee ($275.00); Parking ($24.00); Per Diem ($74.00); Mileage ($16.05)
Justification: Traveled to Seattle, WA to participate in the 2017 Transit Initiatives and Communities Conference. The Transit Initiatives and Communities Conference is the only national conference exclusively devoted to understanding transportation ballot measures. Several hundred transportation advocates and transit professionals were in attendance. I delivered a presentation on key activities during the "What to Know Before You Go to the Ballot: Essential Steps for Success" pre-conference seminar.

Employee: Eriberto Guzman
Date: 5/5-5/10/2017
Purpose: 2017 APTA Bus Roadeo
Place: Reno, Nevada
Cost: $1,080.25
Nature of Expenses: Airfare ($133.89); Lodging ($712.86); Per Diem ($233.50)
Justification: Participated in the 2017 APTA Bus Roadeo activities.

Employee: Steven Jones
Date: 5/19-5/21/2017
Purpose: CFTE Transit Initiative Conference
Place: Seattle, Washington
Cost: $1,649.13
Nature of Expenses: Registration Fees ($395.00); Airfare ($226.40); Lodging ($765.48); Ground Transportation ($3.25); Per Diem ($259.00)
Justification: Traveled to Seattle, WA to participate in the 2017 Transit Initiatives and Communities Conference. The Transit Initiatives and Communities Conference is the only national conference exclusively devoted to understanding transportation ballot measures. Several hundred transportation advocates and transit professionals were in attendance.

Employee: Nathaniel Kramer
Date: 5/6-5/9/2017
Purpose: 2017 APTA Bus Conference
Place: Reno, Nevada
Cost: $1,853.44
Nature of Expenses: Mileage ($312.98); Lodging ($403.34); Miscellaneous ($162.12); Registration ($975.00)
Justification: There was an extra ticket for APTA this past spring (my understanding is an attendee had to cancel after the registration date) and the General Manager and HR Director thought it would be good if I attended as I was still very new to the organization.
Employee: Salvador Llamas  
Date: 5/17-5/18/2017  
Purpose: Public Transit Fuel Mgmt. Symposium  
Place: Chicago, Illinois  
Cost: $794.92  
**Nature of Expenses:** Airfare ($332.96); Lodging ($280.59); Ground Transportation ($104.37); Per Diem ($77.00)  
**Justification:** AC Transit was invited to participate in the Public Transit Fuel Management Symposium to provide an overview of the District’s hydrogen fuel cell bus program. I attended the event to represent AC Transit in the Emerging Technologies (Hydrogen + Propane) session and participated in a discussion on operations of AC Transit’s hydrogen fuel stations and purchase of hydrogen fuel. Attending the event also provided the opportunity to network with the CEO of Stark Area Regional Transit Authority (SARTA) who also operates hydrogen fuel cell buses and a hydrogen fuel cell station similar to the District’s.

Employee: Robert Lyles  
Date: 5/5-5/9/2017  
Purpose: 2017 APTA Bus Roadeo  
Place: Reno, Nevada  
Cost: $1,225.46  
**Nature of Expenses:** Airfare ($262.96); Lodging ($599.89); Ground Transportation ($74.61); Per Diem ($288.00)  
**Justification:** The District has for several years participated in the APTA International Bus Roadeo. This year, the District took on a decidedly different role: showcasing the driving range and capacity of a hydrogen fuel cell bus. This venture included the participation of some of your zero-emission grant and funding partners. Many of those organizations issued press statements announcing the District’s plan to drive a bus to Reno. As a result, the nearly 220 mile – one way trip – generated last-minute media inquiries from local and national media outlets. Simultaneously, the District had scheduled a Board of Director’s vote to potentially eliminate some supplementary bus service. As a result, the General Manager thought it prudent that Media Affairs be onsite to address inquiries concerning our presence in Reno, while advancing AC Transit’s trailblazing efforts in hydrogen fuel cell technology.

Employee: Phillip McCants  
Date: 5/14-5/18/2017  
Purpose: B2GNow User Conference  
Place: Phoenix, Arizona  
Cost: $2,656.24  
**Nature of Expenses:** Registration Fees ($1,499.00); Airfare ($722.00); Lodging ($169.74); Per Diem ($265.50)  
**Justification:** I attended the B2GNow User Conference; B2GNow is the contracts compliance software that we use to track DBE/SBE/SLBE utilization; monitor contractors’ insurance and generate various contract related reports for the FTA and other stakeholders. Attending this conference enabled much greater understanding of how to utilize the software.
Employee: Adrian McFarland  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Roadeo  
Place: Reno, Nevada  
Cost: $2,236.85  
Nature of Expenses: Registration Fees ($780.00); Airfare ($151.40); Lodging ($953.45); Per Diem ($352.00);  
Justification: Selected to attend and represent the District at the International Bus Rodeo in Reno.

Employee: Mika Miyasato  
Date: 5/7-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,745.90  
Nature of Expenses: Registration Fees ($875.00); Lodging ($428.62); Per Diem ($224.00); Mileage ($218.28)  
Justification: The main objective for attending the conference was to learn about facility planning and design as well as issues transition to zero emission vehicles. This conference also allowed me to network with facility planning/design professionals.

Employee: Linda Morris  
Date: 5/5-5/9/2017  
Purpose: 2017 APA National Planning Conference  
Place: New York, New York  
Cost: $2,575.92  
Nature of Expenses: Registration Fees ($735.00); Airfare ($158.20); Lodging ($1,349.72); Per Diem ($333.00)  
Justification: The conference provided sessions on the latest national and international ideas and case studies in transit and transportation from a planning perspective. In particular there were excursions looking at the Flushing BRT and bus and rail integration at Penn Station, which was analogous to the Transbay Transit Center.

Employee: Steven Newhouse  
Date: 5/6-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,702.32  
Nature of Expenses: Registration Fees ($875.00); Airfare ($186.40); Lodging ($372.12); Ground Transportation ($149.74); Per Diem ($119.06)  
Justification: Attended the 2017 APTA Bus & Paratransit Conference to gain information on best practices and evolving topics in public transportation with a specific focus on bus operations. I took part in workshops and presentations on real-world approaches to addressing innovation, integration of rideshare into public transportation, and the latest in intelligent transportation systems (ITS) practices. The Conference also included a showcase of rolling stock and bus operations-related products & services from a wide variety of industry vendors. In addition, the Conference's host agency, the Regional Transportation Commission of Washoe County, conducted a technical tour of its transit centers in Downtown Reno and Sparks, and a bus tour of its two forthcoming BRT corridors.
Employee: Evelyn Ng  
Date: 5/5-5/9/2017  
Purpose: APA National Conference  
Place: New York, New York  
Cost: $2,624.17  
Nature of Expenses: Registration Fees ($785.00); Airfare ($341.40); Lodging ($1,068.57); Ground Transportation ($96.20); Per Diem ($333.00)  
Justification: The conference provided sessions on the latest national and international ideas and case studies in transit and transportation from a planning perspective. In particular there were excursions looking at the Flushing BRT and bus and rail integration at Penn Station, which was analogous to the Transbay Transit Center.

Employee: Stephen Reynolds  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,340.25  
Nature of Expenses: Registration Fees ($260.00); Airfare ($133.89); Per Diem ($233.50); Miscellaneous ($2,177.96)  
Justification: Selected to attend the International Bus Rodeo in Reno as support for the D6 Maintenance team competing in this year’s APTA convention.

Employee: Ronald Ruybal  
Date: 5/5-5/10/2017  
Purpose: 2017 APTA Bus Roadeo  
Place: Reno, Nevada  
Cost: $1,787.93  
Nature of Expenses: Airfare ($68.20); Lodging ($462.00); Per Diem ($352.00); Mileage ($125.73); Conference Fee ($780.00)  
Justification: Selected to attend and represent the District at the International Bus Rodeo.

Employee: Estee Sepulveda  
Date: 6/15-6/20/2017  
Purpose: Federal Legislative Meeting  
Place: Washington, District of Columbia  
Cost: $1,559.68  
Nature of Expenses: Airfare ($469.78); Lodging ($766.32); Per Diem ($258.75); Ground Transportation ($54.83)  
Justification: Met with members of Congress. Visited with Representative Barbara Lee, Representative Mark DeSaulnier, Representative Eric Swalwell, Representative John Garamendi and staff from the offices of Senator Dianne Feinstein, Senator Kamala Harris, Representative Ro Khanna, Representative Doug LaMalfa, and Representative Luke Messer. Also met with majority and minority staff from the House Transportation and Infrastructure Committee and the Senate Banking, Housing, and Urban Affairs Committee. They presented the Economic Impact Map, which shows where AC Transit buses and their major components are manufactured by state. This demonstrates that public transit not only relieves
congestion and reduces greenhouse gas emissions, but contributes to the economy by sustaining local and national manufacturing jobs.

Presented the 2017 Report to Congress and discussed the District’s progress on the East Bay Bus Rapid Transit (BRT), which received a Small Starts Grant from the Federal Transit Administration, and the Flex services pilot programs in Castro Valley and Newark/Fremont.

Employee: Manjit Sooch  
Date: 4/1-4/5/2017  
Purpose: 2017 APTA TransITech Conference  
Place: San Antonio, Texas  
Cost: $2,389.66  
Nature of Expenses: Registration Fees ($550.00); Lodging ($1,069.44); Ground Transportation ($26.33); Per Diem ($265.00); Parking ($80.00); Airfare ($398.89)  
Justification: Moderated the technology sessions and IT Committee meeting as Vice Chair of APTA IT Committee at APTA TransITech Conference.

Employee: Manjit Sooch  
Date: 5/6-5/9/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $1,577.01  
Nature of Expenses: Registration Fees ($825.00); Airfare ($418.45); Lodging ($34.56); Per Diem ($192.00); Mileage ($107.00)  
Justification: As an APTA IT Committee chair, lead IT committee meeting; develop panels and agendas, mentor speakers, and moderate technology sessions; represented the District to external agencies and organizations. Learned from the technical, educational program covers operations and maintenance, accessibility and paratransit, integrated mobility and transformative technology.

Employee: Manjit Sooch  
Date: 5/9-5/11/2017  
Purpose: Microsoft Build 2017 Conference  
Place: Seattle, Washington  
Cost: $3,192.56  
Nature of Expenses: Registration Fees ($2,195.00); Airfare ($242.18); Lodging ($540.38); Ground Transportation ($43.00); Per Diem ($172.00)  
Justification: Software continues to transform the world in remarkable ways and developers are at the center of it. Attended Microsoft Build conference to learn from the strong technical sessions about the upcoming software technologies, coding best practices, and exciting plans on the horizon.
Employee: Manjit Sooch
Date: 5/16-5/19/2017
Purpose: 2017 WTS Annual Conference
Place: New York, New York
Cost: $1,814.20
Nature of Expenses: Registration Fees ($99.00); Airfare ($578.96); Lodging ($750.58); Ground Transportation ($80.66); Per Diem ($241.00); Parking ($64.00)
Justification: Attended WTS Annual Conference for one-day of Professional Development training and learn from other women leaders in the industry. During this interactive, three-day session, transportation leaders exchanged ideas and learn about the latest developments in the industry.

Employee: Alvin Tan
Date: 5/5-5/10/2017
Purpose: 2017 APTA Bus Roadeo
Place: Reno, Nevada
Cost: $1,080.25
Nature of Expenses: Airfare ($133.89); Lodging ($712.86); Per Diem ($233.50)
Justification: Participant in the 2017 APTA Bus Roadeo.

Employee: Joseph Tating
Date: 5/3-5/9/2017
Purpose: 2017 APTA Bus Roadeo
Place: Reno, Nevada
Cost: $1,765.59
Nature of Expenses: Registration Fees ($300.00); Airfare ($87.96); Lodging ($961.63); Per Diem ($416.00)
Justification: To represent AC Transit on the APTA International Bus Roadeo Committee. This trip was to serve the committee to conduct the 2017 International Bus Roadeo competition.

Employee: Toby Tatom
Date: 5/6-5/10/2017
Purpose: 2017 APTA Bus Roadeo
Place: Reno, Nevada
Cost: $1,575.25
Nature of Expenses: Registration Fees ($780.00); Airfare ($105.93); Lodging ($369.60); Ground Transportation ($31.72); Per Diem ($288.00)
Justification: Selected by the General Manager to attend the APTA convention to provide Transportation Management Support to the District’s Transportation team that competed in the Bus Rodeo. Also attended seminars and networked with other transit managers in an attempt to share best transportation practices.
Employee: John Urge  
Date: 5/5-5/9/2017  
Purpose: APA National Conference  
Place: New York, New York  
Cost: $2,369.40  
Nature of Expenses: Registration Fees ($735.00); Airfare ($276.40); Lodging ($1,025.00); Per Diem ($333.00)  
Justification: Attended the APA National Conference in May in order to maintain professional American Institute of Certified Planners (AICP) certification, learn about current trends in transportation planning, share information about the District’s Flex service with sister agencies, and engage with other transportation professionals.

Employee: Jose Vega  
Date: 4/25/2017  
Purpose: Fuel Cell  
Place: Reno, Nevada  
Cost: $215.46  
Nature of Expenses: Lodging ($97.12); Per Diem ($96.00); Miscellaneous ($22.34)  
Justification: A pretest run to check the performance of the bus and to make sure this bus will make it to the final destination, due to the long range, hills and fuel availability for this area, this never has been done before with a fuel cell bus technology, everything went well for the first pretest run.

Employee: Jose Vega  
Date: 5/6-5/10/2017  
Purpose: 2017 APTA Bus Conference  
Place: Reno, Nevada  
Cost: $2,152.58  
Nature of Expenses: Registration Fees ($825.00); Lodging ($588.82); Per Diem ($182.50); Miscellaneous ($432.22)  
Justification: To display the District’s current fuel cell bus fleet program. As a trainer for fuel cell buses, I was assigned to this task to provide assistance, technical support, and share some of the technical information while the bus was on display.