FY 2010-11 First Quarter Report on Employee and Non-Employee Out-of-State Travel

Receive the FY 2010-11 First Quarter Report on Employee and Non-Employee Out-of-State Travel

Budgetary/Fiscal Impact:
None

Background/Discussion:
Employee out-of-state travel for the first quarter of FY 2010-11 totaled $16,344.15 of which $14,612.06 is grant funded and $1,732.09 was funded by the District Operating Program. There are no non-employee and long term assignment travel costs to report for First Quarter of FY 2010-11. Attachment 1 summarizes the trips that were taken in the first quarter, and Attachment 2 provides a detailed description of the justification for the trip, the nature of the expenses, and the funding source used to pay for the trip.

Prior Relevant Board Actions/Policies:
GM Memo No. 10-194 FY 2009-10 Fourth Quarter Report on Employee and Non-Employee Out-of-State Travel

Attachments:
1. Employee Out-of-State Travel Summary, First Quarter FY 2010-11
2. Detailed Description of Employee Travel, First Quarter FY 2010-11

Approved by: Mary V. King, Interim General Manager
Prepared by: Lewis G. Clinton, Jr., Chief Financial Officer
Kathleen Kelly, Chief Operating Officer
Date Prepared: November 3, 2010

Rev. 8/10
## AC Transit
### OUT OF STATE TRAVEL SUMMARY (EMPLOYEES)
#### 1ST QUARTER (JULY - SEPT) FY 2010/2011

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Purpose</th>
<th>City</th>
<th>State/Country</th>
<th>Grant Funded?</th>
<th>Project ID</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Carvalho, Michael</td>
<td>9/7/2010</td>
<td>9/9/2010</td>
<td>Site Visit to Call Center</td>
<td>Dubuque</td>
<td>Iowa</td>
<td></td>
<td>1704</td>
<td>847.50</td>
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<td>Rhodes, Ken</td>
<td>9/7/2010</td>
<td>9/9/2010</td>
<td>Site Visit to Call Center</td>
<td>Dubuque</td>
<td>Iowa</td>
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<td>884.59</td>
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<td>Bennett, Gary</td>
<td>9/19/2010</td>
<td>9/30/2010</td>
<td>Fuel Cell Bus Inspection</td>
<td>Antwerp</td>
<td>Belgium</td>
<td>Yes</td>
<td>1704</td>
<td>4,015.34</td>
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<td>Byrne, Douglas</td>
<td>9/19/2010</td>
<td>9/30/2010</td>
<td>Fuel Cell Bus Inspection</td>
<td>Antwerp</td>
<td>Belgium</td>
<td>Yes</td>
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<td><strong>16,344.15</strong></td>
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</tbody>
</table>

**Recap:**
- Grant-Funded travel: 14,612.06
- District-funded travel: 1,732.09
- **Total**: 16,344.15
Out of State Travel  
1st Quarter FY 2009/2010

Employee: Byrne, Doug  
Date: 7/14/2010 – 7/22/2010  
Purpose: Fuel Cell Inspection  
Place: Antwerp, Belgium  
Cost: $5,853.37 – grant funded  
Nature of Expenses: airfare ($1,761.79); additional airfare to change dates related to family emergency ($1,348.17); hotel/lodging ($968.81); per diem ($1,224.00); car rental/fuel ($550.60).

Employee: Byrne, Doug  
Date: 9/19/2010 – 9/30/2010  
Purpose: Fuel Cell Inspection  
Place: Antwerp, Belgium  
Cost: $4,743.35 – grant funded  
Nature of Expenses: airfare ($946.10); hotel/lodging ($1,437.24); per diem ($1,632.00); car rental/fuel ($728.01).

This travel is related to the final inspection and acceptance for the fuel cell buses. During each of these trips, two buses are inspected for compliance with the contract specifications and tested for total vehicle and systems performance before shipment is authorized. Doug also supervises the loading of each vehicle at the port in Zeebrugge. Trips to inspect the remaining fuel cell buses will continue until this spring when all of the fuel cell buses will be complete.

The length of the first trip was 9 days, which included 2 travel days (one at the beginning of the trip and one at the end), and the stay included 1 weekend, or 2 weekend days. Per Diem is $136 per day, totaling $1,224.00. Per diem is paid for days of travel as well as weekend days. The length of the second trip was 12 days including 2 travel days, and the stay included 3 weekend days; per diem costs totaled $1,632.00. Air fare for the first trip cost significantly more than the trip in September, because of very high seasonal (summer) rates to Europe and an emergency change in travel dates. (This emergency related fare increase was erroneously reported in the prior 4th Quarter Travel Report.)

Mr. Byrne books his airfare based on the lowest ticket price available, which means tickets are usually non-refundable. Both of these trips were booked far enough in advance to take advantage of any discounts offered.

Mr. Byrne's expenses included a rental car and fuel charges. On the first trip, Mr. Byrne incurred an additional air fare charge due to a family medical emergency that arose just before his initial flight and caused him to reschedule his trip. Because of the late cancellation, only a portion of the cost of the new ticket was refunded, and the high cost of the new ticket reflected the very short advance booking.
Employee: Bennett, Gary  
Date: 9/19/2010 – 9/30/2010  
Purpose: Fuel Cell Inspection  
Place: Antwerp, Belgium  
Cost: $4,015.34 – grant funded  
Nature of Expenses: airfare ($946.10) hotel/lodging ($1,437.24); per diem ($1,632.00).  

Gary Bennett is one of the maintenance technicians that works with Doug Byrne on the fuel cell bus project. Gary traveled to Van Hool for training on the new fuel cell bus systems; specifically, the drive system, battery cooling system and HVAC system.

The length of this trip was 12 days which includes 2 travel days (one at the beginning of the trip and one at the end), and the stay included 3 weekend days. Per Diem is $136 per day, totaling $1,632. Per Diem is paid for days of travel as well as weekend days.

All expenses for both trips were grant funded.

Employee: Ken Rhodes  
Date: 9/7/2010 – 9/9/2010  
Purpose: Site Visit to Call Center  
Place: Dubuque, Iowa  
Cost: $881.59  
Nature of Expenses: airfare ($425.80); hotel/lodging ($176.96); car rental ($124.03); ground transportation – Dubuque, IA ($16.80); per diem ($138.00).

Employee: Mike Carvallo  
Date: 9/7/2010 – 9/9/2010  
Purpose: Site Visit to Call Center  
Place: Dubuque, Iowa  
Cost: $847.50  
Nature of Expenses: airfare ($443.74); hotel/lodging ($176.96); baggage fee ($25.00); ground transportation – Dubuque, IA ($19.80); per diem ($138.00); automobile mileage and bridge tolls to and from home to airport ($44.00).

Ken Rhodes is the Manager of Customer Services and oversaw the transition involved with the outsourcing of the Telephone Information Center. Mike Carvallo is the District’s Enterprise Network Engineer and was responsible for ensuring that all necessary data and phone infrastructure was in place for the transition of the Center. The purpose of this trip was to conduct an initial site visit at the new call center’s location in Dubuque, IA.

The length of this trip was 3 days which includes 2 travel days (one at the beginning of the trip and one at the end). The travel included no weekend days. Per diem is $46 per day, totaling $138. Per diem is paid for days of travel as well as weekend days.