

<b>Subject</b>	<b>Employee Travel Report</b>
<b>Summary of Issues</b>	Pursuant to the Authority's new travel policy, out of state travel is approved by the Executive Director and reported to the APC.
<b>Recommendations</b>	N/A.
<b>Financial Implications</b>	Out of state travel since July 1, 2007 to February 29, 2008 is summarized below.
<b>Options</b>	N/A.
<b>Attachments</b>	None.
<b>Changes from Committee</b>	

### **Background**

The Authority's adopted Travel Policy adopted November 28, 2007 permits the Executive Director to approve employee out of state travel. Per this policy, all travel expenses are to be reported to the APC. A summary of out of state travel is as follows:

#### **Transportation Research Board**

From July 7, 2007 through July 10, 2007, Paul Maxwell, Chief Deputy Executive Director, Projects, attended the Transportation Research Board Summer Meeting in Chicago, Illinois. Mr. Maxwell attended the Transportation Research Board Joint Summer Conference in Chicago, IL in his capacity as a member of the TRB Planning Programming and System Evaluation Committee as well as the TRB Transportation and Economic Development Committee. The trip cost \$1,472.

From January 13, 2008 through January 16, 2008, Paul Maxwell, Chief Deputy Executive Director, Projects, attended the Transportation Research Board Annual Meeting in Washington, D.C. Mr. Maxwell attended the Transportation Research Annual Meeting in Washington D.C. in January 2008 in his capacity as a member of the TRB Planning Programming and System Evaluation Committee as well as the TRB Transportation and Economic Development Committee. The cost of the trip was \$1,950.

#### **Rail-Volution Conference**

From October 31, 2007 through November 3, 2007, Hisham Noeimi, Engineering Manager, attended the Rail-Volution Conference in Miami, Florida to learn about the interaction between cities, developers, transit agencies, and regional agencies in successful Transit Oriented Development projects such as the Hercules Rail Station and Richmond Transit village projects. Mr. Noeimi's trip cost \$1,836.