

**STATE OF CALIFORNIA**



**MEMO**

**To: FISCAL COMMITTEE  
ANTHONY A. BATARSE, JR., CHAIR  
BISMARCK OBANDO, MEMBER**

**Date: December 18, 2015**

**From: WILLIAM BRENNAN  
DAWN KINDEL**

**Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR  
FISCAL YEAR 2016/2017**

**BACKGROUND**

It is the policy of the Board to review and approve all out-of-state travel plans.

In the current fiscal year of 15/16, all of the Board's out-of-state trip requests were denied since they were not mission critical. The Board was not allocated any funds for this type of travel. Staff expects the same to occur in fiscal year 16/17. Should that not be the case, staff needs to be prepared to submit travel approval requests on short notice. In order to do that, Board approval must be secured now. The requests will not be submitted until the Administration lifts the current restrictions on out-of-state travel.

**CONSIDERATIONS**

Board staff is prepared to submit travel proposals for six trips in FY 16/17.

- Two trip requests are for the Executive Director and one Board member to attend the National Association of Motor Vehicle Boards and Commissions Fall Workshop in September 2016, in Denver, Colorado.
- Two trip requests are for the Executive Director and one Board member to attend the Recreational Vehicle Industry Association's 54<sup>th</sup> National Trade Show in December 2016, in Louisville, Kentucky,
- Two trip requests are for the Executive Director and one Board member to attend the National Automobile Dealers Association Convention and Expo in January 2017, in New Orleans, Louisiana.

If all six trips are taken, staff estimates the expense will be approximately \$10,400.

If travel restrictions are eased for 16/17, staff will submit the requests to the Department of Motor Vehicles, the California State Transportation Agency, the Department of Finance and the Governor's office for final approval. Once final administration approval is received, the Executive Committee will authorize which individuals will actually attend.

## **RECOMMENDATION**

It is recommended that the Board approve these travel requests.

If you have any questions, please contact me at (916) 324-6197 or Dawn Kindel at (916) 323-7201

cc: Glenn Stevens, President