

STATE OF CALIFORNIA



MEMO

**To: FISCAL COMMITTEE
ANTHONY A. BATARSE, JR., CHAIR
VICTORIA RUSNAK, MEMBER**

Date: December 5, 2016

**From: WILLIAM BRENNAN
DAWN KINDEL**

**Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR
FISCAL YEAR 2017/2018**

BACKGROUND

It is the policy of the Board to review and approve all out-of-state travel plans. State policy mandates that out-of-state travel be mission critical or must be beneficial to the state.

CONSIDERATIONS

Board staff is prepared to submit travel proposals for six trips in FY 17/18.

- 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. This workshop will be held September 6-9, 2017, in Alexandria, Virginia.
- Two trip requests are for the Executive Director and one Board member to attend the Recreational Vehicle Industry Association's 55th National Trade Show which will take place in Louisville, Kentucky in early December 2017.
- Two trip requests are for the Executive Director and one Board member to attend the National Automobile Dealers Association Convention and Expo. The convention will be held March 22-25, 2018, in Las Vegas, Nevada.

If all six trips are taken, staff estimates the expense will be approximately \$9,600.

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