

RIVERSIDE TRANSIT AGENCY
1825 Third Street
Riverside, CA 92507

February 23, 2006

TO: BOARD OF DIRECTORS
THRU: ^JLarry Rubio, Chief Executive Officer
FROM: ^{CF}Craig Fajnor, Chief Financial Officer
SUBJECT: Authorization for Travel to Attend the Federal Transit Administration (FTA) Financial Management Oversight Seminar in Atlanta, Georgia, May 3-4, 2006

Summary: The FTA is conducting a two-day seminar on Financial Management Oversight in Atlanta, Georgia on May 3-4, 2006. The Agency would like to send the chief financial officer and one (1) additional staff member to attend this seminar.

This seminar is designed to help grantees improve their financial management of FTA grants. The FTA is sponsoring this series of seminars to prepare grantees for Financial Management Oversight reviews and to enhance and refine their financial management systems to meet the standards established by the Common Rule. The seminar is being offered at no cost to Federal Grantees.

Fiscal Impact:

The expected seminar travel costs are listed below:

Seminar Registration	\$ 0
Lodging	\$ 720
Air Fare	\$ 850
Meals/Miscellaneous	<u>\$ 300</u>
Total (not to exceed) amount	\$1,870

The cost to attend this workshop will not exceed \$1,870. There are sufficient funds in the travel budget to cover this expense.

Committee Recommendation:

This item was discussed at the Board Budget and Administration Committee meeting of February 1, 2006. The Committee members unanimously approved recommending this item to the full Board of Directors for their consideration.

Recommendation:

Authorize the Agency's chief financial officer and one (1) additional staff member to attend the FTA Financial Management Oversight Seminar to be held in Atlanta, Georgia, on May 3-4 at a cost not to exceed amount of \$1,870.