

SANDAG Purchase Card Program

Quarterly Report for period October 1, 2025 -December 31, 2025

From Sections 11.2 and 11.3 of the P-card Policy: The Director of Accounting and Finance shall oversee the preparation of quarterly P-card program reports for review by the CFO and CEO, and for review by the Audit Committee and Board of Directors. The reports shall include the volume and total value of transactions for each cardholder; any purchases made for emergency/business continuity reasons; and any instances of misuse or non-compliance with the policy.

October 2025							
Cardholder	Program Area	Number of Transactions ¹	Value of Transactions ¹	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	8	\$7,471.54	None	None	None	
Dalila Ramos-Rios	Facility & Business Services	7	\$2,128.34	None	None	None	\$93.92 transaction was confirmed as fraudulent, and US Bank has issued a credit.
Emilee Mullen	OIPA	1	\$89.00	None	None	None	
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	12	\$3,140.47	None	None	None	
Jessica Dennings-Cicourel	Executive Support	14	\$2,632.20	None	None	None	
Jennie Sharp	Executive Support	7	\$2,898.41	None	None	None	
Kassandra Befort	Executive Support	8	\$2,628.68	None	None	None	
Kami Leone	ARJIS	10	\$4,654.59	None	None	None	
Kimberly King	Human Resources	22	\$6,398.79	None	None	None	Late approval by Approving Official
Michael Garcia	Clerk of the Board	0	\$0.00	None	None	None	
Michelle Ludwick	OIPA	0	\$0.00	None	None	None	
Mike Stopani	SR 125 Roadway Operations	4	\$711.34	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	5	\$606.04	None	None	None	
Tao Vu	Public Affairs	2	\$999.97	None	None	None	

Total monthly spend using SANDAG credit cards: **\$34,359.37**

Notes:

1. The Number and Value of Transactions include both purchases and credits.

Note: All purchases for Board/Employee travel are consistent with Board Policy No. 011 (Travel Expenses). This policy incorporates the GSA's Federal Travel Regulation which requires the purchase of coach class transportation, and sets location specific limits for lodging and per diem for meals.

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From Sections 11.2 and 11.3 of the P-card Policy: The Director of Accounting and Finance shall oversee the preparation of quarterly P-card program reports for review by the CFO and CEO, and for review by the Audit Committee and Board of Directors. The reports shall include the volume and total value of transactions for each cardholder; any purchases made for emergency/business continuity reasons; and any instances of misuse or non-compliance with the policy.

November 2025							
Cardholder	Program Area	Number of Transactions ¹	Value of Transactions ¹	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	15	\$11,200.47	None	None	None	Late approval by Approving Official
Dalila Ramos-Rios	Facility & Business Services	2	\$187.62	None	None	None	
Emilee Mullen	OIPA	2	\$1,343.16	None	None	None	
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	7	\$862.19	None	None	None	
Jessica Dennings-Cicourel	Executive Support	7	\$749.21	None	None	None	
Jennie Sharp	Executive Support	2	\$888.98	None	None	None	
Kassandra Befort	Executive Support	4	\$1,993.91	None	None	None	
Kami Leone	ARJIS	12	\$4,402.22	None	None	None	
Kimberly King	Human Resources	23	\$5,406.87	None	None	None	Late approval by Approving Official
Michael Garcia	Clerk of the Board	0	\$0.00	None	None	None	
Michelle Ludwick	OIPA	0	\$0.00	None	None	None	
Mike Stopani	SR 125 Roadway Operations	13	\$5,560.39	None	None	None	Late submission of receipts due to cardholder on extended leave. Documentation was received.
Silvia Olivarria	Regional Transportation Svcs	8	\$1,479.08	None	None	None	
Thao Vu	Public Affairs	4	\$1,146.44	None	None	None	

Total monthly spend using SANDAG credit cards: **\$ 35,220.54**

Notes:

1. The Number and Value of Transactions include both purchases and credits.

Note: All purchases for Board/Employee travel are consistent with Board Policy No. 011 (Travel Expenses). This policy incorporates the GSA's Federal Travel Regulation which requires the purchase of coach class transportation, and sets location specific limits for lodging and per diem for meals.

SANDAG Purchase Card Program

Quarterly Report for period October 1, 2025 -December 31, 2025

From Sections 11.2 and 11.3 of the P-card Policy: The Director of Accounting and Finance shall oversee the preparation of quarterly P-card program reports for review by the CFO and CEO, and for review by the Audit Committee and Board of Directors. The reports shall include the volume and total value of transactions for each cardholder; any purchases made for emergency/business continuity reasons; and any instances of misuse or non-compliance with the policy.

December 2025							
Cardholder	Program Area	Number of Transactions ¹	Value of Transactions ¹	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	9	\$3,185.99	None	None	None	
Dalila Ramos-Rios	Facility & Business Services	6	\$3,913.59	None	None	None	
Emilee Mullen	OIPA	5	\$1,621.00	None	None	None	
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	8	\$788.84	None	None	None	
Jessica Dennings-Cicourel	Executive Support	8	\$3,627.93	None	None	None	
Jennie Sharp	Executive Support	2	\$493.59	None	None	None	
Kassandra Befort	Executive Support	5	\$1,007.08	None	None	None	
Kami Leone	ARJIS	8	\$7,849.78	None	None	None	
Kimberly King	Human Resources	22	\$12,689.70	None	None	None	
Michael Garcia	Clerk of the Board	0	\$0.00	None	None	None	
Michelle Ludwick	OIPA	0	\$0.00	None	None	None	
Mike Stopani	SR 125 Roadway Operations	0	\$0.00	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	5	\$555.27	None	None	None	
Thao Vu	Public Affairs	3	\$1,058.32	None	None	None	

Total monthly spend using SANDAG credit cards: **\$ 36,791.09**

Notes:

1. The Number and Value of Transactions include both purchases and credits.

Note: All purchases for Board/Employee travel are consistent with Board Policy No. 011 (Travel Expenses). This policy incorporates the GSA's Federal Travel Regulation which requires the purchase of coach class transportation, and sets location specific limits for lodging and per diem for meals.

SANDAG Hospitality and Event Expenses

Quarterly Report for period October 1 through December 31, 2025

From Hospitality and Events Policy: To ensure transparency regarding the use of SANDAG funds for hospitality items, the CFO shall prepare a quarterly report for the Board of Directors. The report shall include details of all meetings and events where there were expenses for hospitality items, including date, location, description of attendees/participants, cost, and the purpose and/or benefits derived from the meeting/event.

October 2025						
Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
ARJIS Focus Group	10/2/2025	SANDAG, ARJIS offices	ARJIS Stakeholders, local Police Departments, ARJIS staff	Gather direct input from member agencies and law enforcement personnel on system functionality, data needs, and regional priorities.	12	\$104.00
Executive Committee Meeting, Special Meeting	10/2/2025	SANDAG, Board Room	Executive Committee members	Executive Committee meetings support oversight of the preparation of the agency budget and work program, recommendations on legislative proposals and agency policies, and setting the Board of Directors agendas.	6	\$136.34
Regional Planning Committee	10/3/2025	SANDAG, Board Room	Regional Planning Committee members	Regional Planning Committee meetings support the review of transportation, housing, environment, and regional infrastructure needs by the agency and/or its member agencies.	16	\$236.41
Statewide Motorist Aid Conference	10/6/2025	Embassy Suites, San Diego	Statewide local agencies, CHP, Caltrans, SANDAG staff	Statewide forum for the FSP Statewide Oversight Committee and the CalSAFE Statewide Committee to discuss policies, procedures, and legislation related to the Freeway Service Patrol and Motorist Aid programs.	38	\$4,747.90 ²
ARJIS Focus Group	10/9/2025	Chula Vista Police Department	ARJIS Stakeholders, local Police Departments, ARJIS staff	Gather direct input from member agencies and law enforcement personnel on system functionality, data needs, and regional priorities.	12	\$89.99

October 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Statewide Motorist Aid Conference	10/7/2025	Embassy Suites, San Diego	Statewide local agencies, CHP, Caltrans, SANDAG staff	Statewide forum for the FSP Statewide Oversight Committee and the CalSAFE Statewide Committee to discuss policies, procedures, and legislation related to the Freeway Service Patrol and Motorist Aid programs.	38	\$3,560.92 ²
2025 WTS San Diego Annual Awards & Scholarship Gala	10/8/2025	Costerra, San Diego	SANDAG staff	Attendance fee: Award presented to SANDAG staff member for the 2025 WTS Women of the Year Award	1	\$195.00
Executive Committee Meeting	10/10/2025	SANDAG, Board Room	Executive Committee members	Executive Committee meetings support oversight of the preparation of the agency budget and work program, recommendations on legislative proposals and agency policies, and setting the Board of Directors agendas.	15	\$69.62
Board of Directors Meeting	10/10/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$413.64 ²
Transportation Committee Meeting	10/17/2025	SANDAG, Board Room	Transportation Committee members	Transportation Committee meetings serve as a forum for the discussion and recommendation of policies related to transportation, and for the oversight of regional transportation planning and programming efforts.	15	\$251.20
Board of Directors Meeting	10/24/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$483.25 ²
ARJIS Focus Group	10/27/2025	San Diego Sheriffs Office	ARJIS Stakeholders, local Police Departments, ARJIS staff	Gather direct input from member agencies and law enforcement personnel on system functionality, data needs, and regional priorities.	12	\$62.13

October 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Professional Development Workshop	10/28/2025	Caltrans District 11 Building	Public Affairs staff	All-day department meeting centered on team building, goal setting, and change management training to improve team dynamics, goal attainment and change resilience.	30	\$403.65
ARJIS Focus Group	10/29/2025	Oceanside Police Department	ARJIS Stakeholders, local Police Departments, ARJIS staff	Gather direct input from member agencies and law enforcement personnel on system functionality, data needs, and regional priorities.	12	\$86.22
Board of Directors Meeting - Special Meeting	10/30/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	15	\$260.48
Board of Directors Meeting	10/31/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$346.29 ²
Total monthly Hospitality and Event expenses:						\$11,447.03

Notes:

1. SANDAG uses the following rates as the per-person cap for food expenses, including fees, taxes, and gratuity, for meetings and events.

(Breakfast = \$19, Lunch = \$28, Dinner = \$57)

2. Cost reflects breakfast and lunch

SANDAG Hospitality and Event Expenses

Quarterly Report for period October 1 through December 31, 2025

From Hospitality and Events Policy: To ensure transparency regarding the use of SANDAG funds for hospitality items, the CFO shall prepare a quarterly report for the Board of Directors. The report shall include details of all meetings and events where there were expenses for hospitality items, including date, location, description of attendees/participants, cost, and the purpose and/or benefits derived from the meeting/event.

November 2025						
Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Executive Committee Meeting	11/7/2025	SANDAG, Board Room	Executive Committee members	Executive Committee meetings support oversight of the preparation of the agency budget and work program, recommendations on legislative proposals and agency policies, and setting the Board of Directors agendas.	15	\$64.73
Board of Directors Meeting	11/7/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$385.25 ²
TransNet Independent Taxpayer Oversight Committee Meeting	11/12/2025	SANDAG, Board Room	ITOC members	Regular ITOC meetings support an enhanced level of accountability for expenditure of TransNet funds, as outlined in the TransNet Ordinance and Expenditure Plan.	8	\$149.17
Fact Finding Meeting	11/18/2025	SANDAG, Conference Room	Dr. Jon Wren, Doug McManamon, SANDAG staff	Meeting to investigate and analyze structural, geological and geotechnical engineering conditions that may affect Retaining Wall 508 as part of the Elvira Morena Doubletrack project.	3	\$47.25
Board of Directors Meeting	11/21/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$512.04 ²
Total monthly Hospitality and Event expenses:						\$1,158.44

Notes:

1. SANDAG uses the following rates as the per-person cap for food expenses, including fees, taxes, and gratuity, for meetings and events.

(Breakfast = \$19, Lunch = \$28, Dinner = \$57)

2. Cost reflects breakfast and lunch

SANDAG Hospitality and Event Expenses

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December 2025						
Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Transportation Committee Meeting	12/5/2025	SANDAG, Board Room	Transportation Committee members	Transportation Committee meetings serve as a forum for the discussion and recommendation of policies related to transportation, and for the oversight of regional transportation planning and programming efforts.	15	\$213.33
Quarterly City Managers Meeting	12/10/2025	SANDAG, Board Room	SANDAG Executive Leadership, Regional City Managers	Quarterly City Managers meetings serve as a forum to discuss regional business matters, legislative updates, and local jurisdiction priorities.	18	\$100.17
Board of Directors Meeting	12/12/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$1,011.69 ²
Total monthly Hospitality and Event expenses:						\$1,325.19

Notes:

1. SANDAG uses the following rates as the per-person cap for food expenses, including fees, taxes, and gratuity, for meetings and events.

(Breakfast = \$19, Lunch = \$28, Dinner = \$57)

2. Cost reflects breakfast and lunch

SANDAG Business Meal Expenses

Quarterly Report for period October 1 through December 31, 2025

From Business Meals Policy: To ensure transparency regarding the use of SANDAG funds for business meals, the CFO shall prepare a quarterly report for the Board of Directors. The report shall include details of each business meal hosted, including date, location, attendees, cost, and the purpose and/or actual benefits derived from the meeting.

October 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
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No business meals were hosted in October 2025.

Total monthly Business Meal expenses: **\$0.00**

November 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
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No business meals were hosted in November 2025.

Total monthly Business Meal expenses: **\$0.00**

December 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
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No business meals were hosted in December 2025.

Total monthly Business Meal expenses: **\$0.00**