

## SANDAG Purchase Card Program

Quarterly Report for period July 1, 2025 - September 30, 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.

July 2025*							
Cardholder	Program Area	Number of Transactions <sup>1</sup>	Value of Transactions <sup>1,2</sup>	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	10	\$9,417.82	None	None	None	
Emilee Mullen	OIPA	4	\$954.60	None	None	None	
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	4	\$152.00	None	None	None	
Jessica Dennings-Cicourel	Executive Support	1	\$365.45	None	None	None	
Jennie Sharp	Executive Support	2	\$1,450.96	None	None	None	
Kassandra Befort	Executive Support	0	\$0.00	None	None	None	
Kami Leone	ARJIS	2	\$1,438.55	None	None	None	
Kimberly King	Human Resources	23	\$5,075.63	None	None	None	Late approval by Approving Official
Michelle Ludwick	OIPA	0	\$0.00	None	None	None	
Mike Stopani	SR 125 Roadway Operations	2	\$139.99	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	3	\$1,838.52	None	None	None	
Thao Vu	Public Affairs	7	\$3,092.85	None	None	None	Late approval by Approving Official
Tom Goggin	Facility & Business Services	2	\$161.20	None	None	None	
Total monthly spend using SANDAG credit cards:			<b>\$24,087.57</b>				

### Notes:

\* A new process for submitting and approving purchase card documentation was implemented in July 2025 within the ERP system.

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

2. 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 July 1, 2025 - September 30, 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.

August 2025							
Cardholder	Program Area	Number of Transactions <sup>1</sup>	Value of Transactions <sup>1,2</sup>	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	15	\$12,120.62	None	None	None	Late approval by Approving Official
Dalila Ramos-Rios	Facility & Business Services	8	\$8,173.62	None	None	None	
Emilee Mullen	OIPA	1	\$399.00	None	None	None	Late approval by Approving Official
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	1	\$212.60	None	None	None	
Jessica Dennings-Cicourel	Executive Support	4	\$2,609.37	None	None	None	
Jennie Sharp	Executive Support	2	\$352.59	None	None	None	
Kassandra Befort	Executive Support	0	\$0.00	None	None	None	
Kami Leone	ARJIS	10	\$9,437.87	None	None	None	Late approval by Approving Official
Kimberly King	Human Resources	24	\$11,031.08	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	1	-\$36.70	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	8	\$255.17	None	None	None	
Thao Vu	Public Affairs	7	\$1,815.91	None	None	None	
Tom Goggin	Facility & Business Services	3	\$548.81	None	None	None	Late submission of monthly reconciliation
Total monthly spend using SANDAG credit cards:			<b>\$ 46,919.94</b>				

Notes:

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

2. 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 July 1, 2025 - September 30, 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.

September 2025							
Cardholder	Program Area	Number of Transactions <sup>1</sup>	Value of Transactions <sup>1,2</sup>	Transactions Over \$10K	Emergency Purchases	Instances of Non-Compliance	Resolution/Notes
Anthony Lacsina	Information Technology	10	\$3,367.96	None	None	None	Late approval by Approving Official
Dalila Ramos-Rios	Facility & Business Services	3	\$218.22	None	None	None	
Emilee Mullen	OIPA	3	\$750.00	None	None	None	
Jana Miclat	Human Resources	0	\$0.00	None	None	None	
Jennifer Bailey	Executive Support	16	\$4,675.95	None	None	None	Cardholder accidentally charged a personal charge to card. Repaid with check #1055 on 10/3/25, deposited
Jessica Dennings-Cicourel	Executive Support	10	\$3,529.08	None	None	None	
Jennie Sharp	Executive Support	2	\$2,440.50	None	None	None	
Kassandra Befort	Executive Support	7	\$2,113.94	None	None	None	
Kami Leone	ARJIS	8	\$11,748.21	None	None	None	
Kimberly King	Human Resources	22	\$15,093.85	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	3	\$283.81	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	12	\$579.39	None	None	None	
Thao Vu	Public Affairs	3	\$1,077.97	None	None	None	
Total monthly spend using SANDAG credit cards:			<b>\$ 45,878.88</b>				

**Notes:**

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

2. 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 July 1 through September 30, 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.*

July 2025						
Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
Central San Diego Regional Plan Learning Session	7/9/2025	Boulevard Hall, San Diego CA	Public	Learning session to solicit public feedback and answer questions about the Draft 2025 Regional Plan and local projects.	50	\$652.50
TransNet Independent Taxpayer Oversight Committee Meeting	7/9/2025	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	\$135.98
Executive Committee Meeting	7/11/2025	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	\$75.36
Board of Directors Meeting	7/11/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$175.84
Regional Planning Committee - Special Session	7/11/2025	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.	15	\$113.06

## July 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
Transportation Committee Meeting	7/18/2025	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	\$243.48
Public Safety Committee	7/18/2025	SANDAG, Board Room	Public Safety Committee members	Public Safety Committee meetings support discussions around major policy-level matters related to public safety and foster collaboration that facilitates information exchange, effective use of technology, and objective monitoring and assessments to promote public safety and justice.	18	\$317.29
Otay Mesa East Workshop - Day 1	7/21/2025	SANDAG, Conference Rms. 413 & 414	Caltrans, WSP, Atkinson Clark, and SANDAG staff	Workshop held to discuss the progress of the Otay Mesa East Port of Entry project.	17	\$317.29
Otay Mesa East Workshop - Day 2	7/22/2025	WSP Offices, 401 B St. Suite 1600, San Diego	Caltrans, WSP, Atkinson Clark, and SANDAG staff	Workshop held to discuss the progress of the Otay Mesa East Port of Entry project.	17	\$317.29
Board of Directors Meeting	7/25/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$243.48
Borders Committee	7/25/2025	SANDAG, Board Room	Borders Committee members	Borders Committee meetings provide a public discussion forum regarding major interregional planning activities that impact the San Diego region.	15	\$113.06

## July 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
Quarterly All-Hands Meeting	7/29/2025	SANDAG, Board Room	SANDAG employees	The CEO meets with all employees on a regular basis to share information about agency achievements and highlight significant contributions, clarify current and upcoming projects and priorities, and engage employees in organization awareness and team-building.	330	\$488.82

Total monthly Hospitality and Event expenses: **\$2,540.95**

*Notes:*

- 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)*

# SANDAG Hospitality and Event Expenses

Quarterly Report for period July 1 through September 30, 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.*

## August 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
2025 Caltrans Procurement & Resource Fair	8/6/2025	Caltrans District 11 Building	Members of the public, local organizations, small business owners, Caltrans, SANDAG PAC members and SANDAG staff	SANDAG participates in the annual Caltrans Procurement Fair, an annual event to educate the public about upcoming contracting opportunities and learn best practices for "doing business" with public agencies.	500	\$1,497.98
Professional Development Workshop	8/22/2025	WEST building, 9th Floor	Financial Planning, Budget & Grants staff	All-day department meeting centered on team building, goal setting, and change management training to improve team dynamics, goal attainment and change resilience.	18	\$303.47
Professional Development Workshop	8/25/2025	Caltrans District 11 Building	Mega Projects, Border, and Goods Movement staff	All-day department meeting centered on team building, goal setting, and change management training to improve team dynamics, goal attainment and change resilience.	25	\$488.25

Total monthly Hospitality and Event expenses: **\$2,289.70**

**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)

# SANDAG Hospitality and Event Expenses

Quarterly Report for period July 1 through September 30, 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.*

September 2025						
Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
ARJIS Focus Group	9/4/2025	El Cajon 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	\$139.74
Transportation Committee Meeting	9/5/2025	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	\$113.06
TransNet Independent Taxpayer Oversight Committee Meeting	9/10/2025	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	\$131.78
Professional Development Workshop	9/11/2025	Villa Montezuma Museum	Engineering and Construction staff	All-day department meeting centered on team building, goal setting, and change management training to improve team dynamics, goal attainment and change resilience.	20	\$177.25
Board of Directors Meeting	9/12/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$515.51 <sup>2</sup>

## September 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost <sup>1</sup>
Transportation Committee Meeting - Joint Session	9/19/2019	SANDAG, Board Room	SANDAG Policy Advisory Committee members	Joint Transportation Committee, Regional Planning Committee, and Borders Committee meeting to collect feedback on the Regional Plan.	23	\$352.62
Public Safety Committee	9/19/2025	SANDAG, Board Room	Public Safety Committee members	Public Safety Committee meetings support discussions around major policy-level matters related to public safety and foster collaboration that facilitates information exchange, effective use of technology, and objective monitoring and assessments to promote public safety and justice.	18	\$329.63
Board of Directors Meeting	9/26/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$447.76 <sup>2</sup>
ARJIS Focus Group	9/30/2025	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	\$157.71

Total monthly Hospitality and Event expenses: **\$2,225.32**

*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 July 1 through September 30, 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.*

## July 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 July 2025.

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

## August 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 August 2025.

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

## September 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 September 2025.

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