

SANDAG Purchase Card Program

Quarterly Report for Period April 1 through June 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.

April 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	19	\$12,233.85	None	None	None	
Emilee Mullen	OIPA	1	\$54.00	None	None	None	
Jana Miclat	Human Resources	4	\$1,151.95	None	None	None	
Jennifer Bailey	Executive Support	5	\$2,917.23	None	None	None	
Jessica Dennings-Cicourel	Executive Support	3	\$491.80	None	None	None	
Jennie Sharp	Executive Support	13	\$5,934.44	None	None	None	
Kassandra Befort	Executive Support	2	\$748.56	None	None	None	
Kami Leone	ARJIS	9	\$3,724.82	None	None	None	
Kimberly King	Human Resources	24	\$3,585.09	None	None	None	
Mike Stopani	SR 125 Roadway Operations	15	\$2,366.65	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	0	\$0.00	None	None	None	
Tao Vu	Public Affairs	1	\$120.00	None	None	None	
Tom Goggin	Facility & Business Services	4	\$1,110.34	None	None	None	
Total monthly spend using SANDAG credit cards:			\$34,438.73				

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 April 1 through June 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.

May 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	19	\$9,210.06	None	None	None	Missing Receipts and signatures with reconciliation packet. Both were subsequently provided.
Emilee Mullen	OIPA	12	\$3,991.00	None	None	None	
Jennifer Bailey	Executive Support	9	\$1,961.00	None	None	None	
Jessica Dennings-Cicourel	Executive Support	9	\$2,572.87	None	None	None	
Jennie Sharp	Executive Support	9	\$3,659.38	None	None	None	
Kassandra Befort	Executive Support	0	\$0.00	None	None	None	
Kami Leone	ARJIS	3	\$490.68	None	None	None	
Kimberly King	Human Resources	26	\$6,325.70	None	None	None	
Michael Garcia	Clerk of the Board	2	\$825.42	None	None	None	
Mike Stopani	SR 125 Roadway Operations	16	\$2,065.68	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	3	\$242.79	None	None	None	
Thao Vu	Public Affairs	1	\$75.00	None	None	None	
Tom Goggin	Facility & Business Services	8	\$941.63	Yes	None	None	
Total monthly spend using SANDAG credit cards:			\$ 32,361.21				

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 April 1 through June 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.

June 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	14	\$14,990.87	None	None	None	
Emilee Mullen	OIPA	2	\$540.00	None	None	None	
Jennifer Bailey	Executive Support	11	\$3,333.74	None	None	None	
Jessica Dennings-Cicourel	Executive Support	16	\$5,783.25	None	None	None	
Jennie Sharp	Executive Support	6	\$2,435.51	None	None	None	
Kassandra Befort	Executive Support	6	\$3,338.88	None	None	None	
Kami Leone	ARJIS	18	\$10,843.08	None	None	None	
Kimberly King	Human Resources	34	\$7,833.76	None	None	None	
Michelle Ludwick	OIPA	1	\$800.00	None	None	None	
Mike Stopani	SR 125 Roadway Operations	6	\$733.86	None	None	None	
Silvia Olivarria	Regional Transportation Svcs	5	\$352.98	None	None	None	
Thao Vu	Public Affairs	3	\$2,019.54	None	None	None	
Tom Goggin	Facility & Business Services	4	\$1,046.97	None	None	None	
Total monthly spend using SANDAG credit cards:			\$ 54,052.44				

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 April 1 through June 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.

April 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Transportation Committee Meeting	4/4/2025	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	\$207.23
Transnet Independent Taxpayer Oversight Committee Meeting	4/9/2025	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.	7	\$96.25
Executive Committee Meeting	4/11/2025	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	\$121.58
Board of Directors Meeting	4/11/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$283.68
Transportation Committee Meeting	4/18/2025	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	\$224.13

April 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Public Safety Committee	4/18/2025	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	\$329.64
Board of Directors Meeting	4/25/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$345.98
Borders Committee	4/25/2025	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	\$257.62
Total monthly Hospitality and Event expenses:						\$1,866.11

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 April 1 through June 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.

May 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Board of Directors Retreat	5/1/2025 and 5/2/2025	Hilton Garden Inn Carlsbad Beach	SANDAG Board members, members of the public, and SANDAG staff	Annual event to discuss and coordinate major policy decisions and Board activities for the coming year.	65	\$6,854.78 ³
Independent Taxpayer Oversight Selection Committee Meeting	5/9/2025	SANDAG, Board Room	ITOC Selection Committee members	ITOC Selection Committee meetings are scheduled as needed for the appointment of new ITOC members or the reappointment of the current ITOC members.	7	\$55.90
Executive Committee Meeting	5/9/2025	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	\$104.81
Board of Directors Meeting	5/9/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$244.55
UBEH Bikeways Partnering Meeting	5/9/2025	SANDAG Offices	SANDAG consultants and SANDAG staff	Workshop to foster collaboration and open communication among project stakeholders, enabling timely issue resolution and improved project outcomes.	17	\$656.60 ²

May 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Transnet Independent Taxpayer Oversight Committee Meeting	5/14/2025	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.	5	\$77.80
Transportation Committee Meeting	5/16/2025	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	\$151.16
Public Safety Committee	5/16/2025	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	\$400.79
Otay Mesa East Workshop - Day 1	5/19/2025	WSP Offices, 401 B St. Suite 1650, San Diego	Representatives from GSA, CBP, Caltrans, SANDAG consultants, and SANDAG staff	Workshop held to discuss the progress of the Otay Mesa East Port of Entry project.	30	\$1,028.10 ²
Otay Mesa East Workshop - Day 2	5/20/2025	WSP Offices, 401 B St. Suite 1650, San Diego	Representatives from GSA, CBP, Caltrans, SANDAG consultants, and SANDAG staff	Workshop held to discuss the progress of the Otay Mesa East Port of Entry project.	30	\$953.16 ²
Board of Directors Meeting	5/23/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$343.40
Borders Committee	5/23/2025	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.	6	\$106.39

May 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
LOSSAN Rail Realignment Public Scoping Meeting	5/29/2025	The Sound, Del Mar Fairgrounds	Public	Meeting to discuss the proposed alternative alignments for the LOSSAN Rail Realignment project and to provide attendees with the opportunity to submit public comments.	250	\$1,207.13
2025 APWA Awards	5/29/2025	Sheraton Four Points, San Diego	SANDAG Staff	Attendance fees: SANDAG's San Dieguito Lagoon Project was awarded 2025 Project of the Year in the Environmental category.	2	\$160.00
Board of Directors Meeting	5/30/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$405.26
Regional Planning Committee - Special Session	5/30/2025	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.	12	\$207.23
Total monthly Hospitality and Event expenses:						\$12,957.06

Notes:

1. SANDAG uses the following rates as the per-person cap for food expenses, including fees, taxes, and gratuity, for meetings and events.
2. Cost reflects breakfast and lunch
3. Cost reflects a total of four meals plus snacks for 2 days.

SANDAG Hospitality and Event Expenses

Quarterly Report for period April 1 through June 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.

June 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Transportation Committee Meeting	6/6/2025	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	\$207.23
Transnet Independent Taxpayer Oversight Committee Meeting	6/11/2025	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	\$106.39
Executive Committee Meeting	6/13/2025	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	\$123.64
Board of Directors Meeting	6/13/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$288.50
Powerhouse Presentation Workshop	6/16/2025	SANDAG, Board Room	SANDAG Staff	All day workshop dedicated to enhancing employees presentation skills for Board meetings.	22	\$884.46 ²
North County Regional Plan Learning Session	6/17/2025	The Vistonian Vista, CA	Public	Learning session to solicit public feedback and answer questions about the Draft 2025 Regional Plan and local projects.	50	\$594.00

June 2025

Meeting/Event	Date	Location	Description of Attendees/Participants	Purpose/Benefits Derived	Number of Attendees	Cost ¹
Transportation Committee Meeting	6/20/2025	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	\$231.40
Moving Together Networking Event	6/24/2025	SANDAG, Board Room	Employee Transportation Coordinators from jurisdictions in San Diego County	Event provides a forum to exchange ideas on how to enhance commuter benefit programs and engage new employers in sustainable commuting efforts.	40	\$669.27
South County Regional Plan Learning Session	6/25/2025	National City Library	Public	Learning session to solicit public feedback and answer questions about the Draft 2025 Regional Plan and local projects.	50	\$652.50
Public Affairs Workshop	6/26/2025	Gallegos Room, Caltrans District 11 Building	Public Affairs Department Staff and Caltrans staff	All day department meeting and training session to define roles and responsibilities, priorities, processes, lessons learned and objectives.	47	\$788.61
Board of Directors Meeting	6/27/2025	SANDAG, Board Room	SANDAG Board members	Board of Directors meetings provide the public forum for policy decision-making on significant regional issues.	35	\$245.16
Borders Committee	6/27/2025	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

Total monthly Hospitality and Event expenses: **\$4,904.22**

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 April 1 through June 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.

April 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
----------------	------	-----------	----------	---------------------	-----------------------------	--------------------------	-----------------------------	-------------------

No business meals were hosted in April 2025.

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

May 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
----------------	------	-----------	----------	---------------------	-----------------------------	--------------------------	-----------------------------	-------------------

No business meals were hosted in May 2025.

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

June 2025

Executive Host	Date	Meal Type	Location	Number of Attendees	Attendee Names/Affiliations	Purpose/Benefits Derived	Total Cost of Business Meal	Amount Reimbursed
----------------	------	-----------	----------	---------------------	-----------------------------	--------------------------	-----------------------------	-------------------

No business meals were hosted in June 2025.

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