

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Date of Meeting November 11, 2008

DATE: November 10, 2008

TO: Tay Yoshitani, Chief Executive Officer

FROM: Mary Gin Kennedy, Director, Commission Services

SUBJECT: Request for Additional Authorization for International Travel 2008 - Japan

BACKGROUND

Pursuant to Section 2 of Resolution No. 3195, at the beginning of each year the Port Commission considers and approves a motion authorizing potential Commission international travel which can be anticipated during the coming year. The Commission took action approving potential international travel for 2008 on February 12, 2008.

Approval for travel costs, excluding international airfare, associated with one additional overseas trip in 2008 is now requested. This trip was added since the Commission's approval in February and involves a trip to Japan from November 16 – 21. The trip information is noted below for the Commission's discussion and action, as an addition to the previously-approved travel, as called for in the Resolution.

4th Quarter

November 16 -18, 2008 – Tokyo, Japan, customer calls

November 21, 2008 – Kobe, Japan, Tour of Port of Kobe