

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #23 (2004-2005)

August 22, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FOURTH QUARTER REPORT
FY 2004-2005

ASD Goal: Ensure public accountability through continued preparation and publication of the Profile of Performance, budget basics, and budget and bond summaries.

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth quarter of FY 2004-2005 for both in-state and out-of-state travel. This report complies with the revised travel procedures established in the fall 2004 and in accordance with School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 178 District employees and School Board members who traveled during the fourth quarter of FY 2004-2005 on 208 trips for a total cost to the District of \$258,002.45.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	37	48	\$ 73,092.32	\$.00
Grants	116	128	184,910.13	9,358.40
External/Self	<u>25</u>	<u>32</u>	<u>.00</u>	<u>1,799.60</u>
	178	208	\$258,002.45	\$ 11,158.00

School Board members traveled on ten out-of-district trips and the Superintendent took two out-of-district trips during the fourth quarter of FY 2004-2005. Travel expenses for School Board and Superintendent travel in other time periods may also be recorded in this quarter.

The distribution of the travel budget has been identified more precisely by account codes. For instance, the \$43,100 annual budget for the School Board has been allocated in the following accounts:

	<u>Annual Budget</u>	<u>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$ 12,835	\$ 12,403.19	100101-3600/3610
School Board Legislative Lobbying	18,354	17,364.21	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>11,911</u>	<u>11,660.03</u>	100103-3600/3610
	\$ 43,100	\$ 41,427.43	

Similarly, the Superintendent's travel and other staff travel has been allocated in the following accounts:

Superintendent's Travel	\$ 6,577	\$ 3,599.55	100201-3600/3610
Superintendent's Lobbying	\$ 5,232	\$ 5231.02	100202-3600/3610
Other Staff Travel [1]	\$ 6,957	\$.00	109901-3600

[1] Other staff travel is budgeted in the Non-Departmental (099) account. Budget transfers are made from this account to the account of those who report directly to the Superintendent for their respective staff members.

CC/JS/EB

Attachments

Prepared By: Joanne Spring, Controller
 Approved By: Janet Stokesbary, Chief Financial Officer

SCHOOL BOARD TRAVEL EXPENDITURES/CONFERENCES

100101-3600/3610

Year-to-Date ending June 30, 2005

<u>DATE RECEIVED</u>	<u>PARTICIPANT</u>	<u>DESCRIPTION</u>	<u>TRAVEL DATES</u>	<u>DESTINATION</u>		<u>AUTHORIZED TOTAL</u>	<u>1st QTR ACTUAL EXPENSE</u>	<u>2nd QTR ACTUAL EXPENSE</u>	<u>3rd QTR ACTUAL EXPENSE</u>	<u>4th QTR ACTUAL EXPENSE</u>	<u>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
08/18/04	James Metcalfe	Council Of Great City Schools	10/19 - 10/24/04	Las Vegas, NV	Actual	1167.06	469.81				697.25	Amex	Airfare	Ck 239893	12/2/04
								727.69			(30.44)	Amex	IBEW to Reimburse	Ck 245457	
									697.25		(727.69)	Jake Metcalfe	Reimbursement	Ck 247214	
											0.00	ASD	IBEW Reimbursement		
09/09/04	Macon Roberts	Fall Boardmanship	9/11 - 9/12/04	Anchorage, AK	Actual	275.00	275.00				0.00	AASB	Registration	5P03858	N/A
09/09/04	Crystal Kennedy	Fall Boardmanship	9/11 - 9/12/04	Anchorage, AK	Actual	275.00	275.00				0.00	AASB	Registration	5P03858	N/A
10/06/04	Mary Marks	Cube 2004 Annual Conference	9/30 - 10/3/04	San Antonio, TX	Actual	350.00		350.00			0.00	NSBA	Registration	5P04770	N/A
12/22/04	Mary Marks	Urban Conference	4/15 - 4/20/05	San Diego, CA	Actual	2567.21		895.00			1672.21	NSBA Registrar	Registration	5P08686	5/23/05
									487.31		1184.90	Amex	Airfare	Ck 250920	
											1054.90	First National Bank	Lodging Deposit	5P18357	
											0.00	Mary Marks	Travel Advance	ARTM614A	
12/22/04	Crystal Kennedy	Urban Conference	4/15 - 4/20/05	San Diego, CA	Actual	2389.76		810.00			1579.76	NSBA Registrar	Registration	5P08686	5/2/05
									536.91		1042.85	Amex	Airfare	Ck 250920	
										1042.85	0.00	Crystal Kennedy	Reimbursement	Ck 256000	
											130.00	First National Bank	Lodging Deposit	5P18357	
											(130.00)	ASD	Overpayment	CR036899	
12/22/04	Macon Roberts	Urban Conference	4/15 - 4/20/05	San Diego, CA	Actual	2371.36		835.00			1536.36	NSBA Registrar	Registration	5P08686	05/02/05
									645.50		890.86	Amex	Airfare	Ck 250920	
											0.00	Macon Roberts	Reimbursement	Ck 256133	
											130.00	First National Bank	Lodging Deposit	5P18357	
											(130.00)	ASD	Overpayment	ARTM815A	
02/01/05	James Metcalfe	Council Of Great City Schools	3/11 - 3/15/05	Washington, DC	Actual	622.80			622.80		0.00	Amex	Airfare	Ck 250920	Trip Cancelled
12/15/04	Tim Steele	AASB Conference	Nov-04	Anchorage, AK	Actual	415.00		415.00			0.00	AASB	Registration	5P08220	N/A
12/15/04	Mary Marks	AASB Conference	Nov-04	Anchorage, AK	Actual	375.00		375.00			0.00	AASB	Registration	5P08220	N/A
12/15/04	Crystal Kennedy	AASB Conference	Nov-04	Anchorage, AK	Actual	565.00		565.00			0.00	AASB	Registration	5P08220	N/A
12/15/04	Macon Roberts	AASB Conference	Nov-04	Anchorage, AK	Actual	415.00		415.00			0.00	AASB	Registration	5P08220	N/A
12/15/04	John Steiner	AASB Conference	Nov-04	Anchorage, AK	Actual	415.00		415.00			0.00	AASB	Registration	5P08220	N/A
12/15/04	Student	AASB Conference	Nov-04	Anchorage, AK	Actual	200.00		200.00			0.00	AASB	Registration	5P08220	N/A

12403.19 1019.81 6002.69 2262.08 3118.61

SUMMARY	
Revised Budget	\$12,835.00
Expenditures & encumbrances:	0.00
1st Quarter	1,019.81
2nd Quarter	6,002.69
3rd Quarter	2,262.08
4th Quarter	3,118.61
BALANCE	\$431.81

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING
100102-3600/3610
 Year-to-Date ending June 30, 2005

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
4/20/04	Crystal Kennedy	AASB Legislative Fly-In	4/24-4/27/04	Juneau, AK	Actual	300.00	300.00				0.00	AASB	Registration	5P03238	05/17/04
4/9/04	Mary Marks	AASB Legislative Fly-In	4/21-4/27/04	Juneau/Wash DC	Actual	656.00	300.00 356.00				356.00 0.00	AASB Goldbelt Hotel	Registration Lodging	5P03238 4P14908	05/10/04
4/20/04	Tim Steele	AASB Legislative Fly-In	4/24-4/27/04	Juneau, AK	Actual	567.00	300.00 267.00				267.00 0.00	AASB Goldbelt Hotel	Registration Lodging	5P03238 4P14908	05/03/04
1/18/05	Jeff Freidman	AASB Legislative Fly-In	2/13 - 2/15/05	Juneau, AK	Actual	501.79			204.29 (35.00) 154.50 178.00		297.50 332.50 178.00 0.00	Amex Amex Jeff Freidman Baranof Hotel	Airfare Airfare Reimbursement Lodging	Ck 248982 Ck 250920 Ck 252004 5P09520	02/28/05
1/18/05	Crystal Kennedy	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1148.90			249.90 356.00 375.00		899.00 543.00 168.00 0.00	Amex Baranof Hotel AASB Crystal Kennedy	Airfare Lodging Registration Reimbursement	Ck 248982 5P09520 5P12171 Ck 253008	03/18/05
1/18/05	Mary Marks	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1405.16			274.40 375.00		1130.76 755.76 19.76 19.76	Amex AASB Mary Marks Mary Marks	Airfare Registration Travel Advance Reimbursement	Ck 250920 5P12171 Ck 248474 Ck 253033	03/18/05
2/9/05	Lorett Nabong	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1468.90			551.90 336.00 356.00 225.00		917.00 581.00 225.00 0.00	Amex Lorett Nabong Baranof Hotel AASB	Airfare Travel Advance Lodging Registration	Ck 250920 Ck 249662 5P09520 5P12171	02/28/05
1/18/05	Macon Roberts	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1316.90			249.90 336.00 356.00 375.00		1067.00 731.00 375.00 0.00	Amex Macon Roberts Baranof Hotel AASB	Airfare Reimbursement Lodging Registration	Ck 248982 Ck 252010 5P09520 5P12171	02/28/05
1/18/05	John Steiner	AASB Legislative Fly-In	2/12 - 2/15/05	Juneau, AK	Actual	1272.90			249.90 267.00 375.00		1023.00 756.00 381.00 0.00	Amex Baranof Hotel AASB John Steiner	Airfare Lodging Registration Reimbursement	Ck 248982 5P09520 5P12171 Ck 253145	03/18/05
1/18/05	Tim Steele	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1342.90			249.90 356.00 375.00		1093.00 737.00 362.00 0.00	Amex Baranof Hotel AASB Paul Steele	Airfare Lodging Registration Reimbursement	Ck 248982 5P09520 5P12171 Ck 254719	03/08/05
2/9/05	Jake Metcalfe	AASB Legislative Fly-In	2/14 - 2/15/05	Juneau, AK	Actual	1021.90			551.90		470.00 252.00 0.00	Amex Goldbelt Hotel Jake Metcalfe	Airfare Lodging Reimbursement	Ck 250920 5P09592 Ck 256040	05/03/05
2003	AASB Statement	AASB Legislative Fly-In			Actual	325.00			325.00		0.00	AASB	From 2003		
4/4/05	Crystal Kennedy	AASB Legislative Fly-In	4/23-4/26/05	Juneau, AK	Actual	1331.90				369.90 356.00 375.00 231.00	962.00 606.00 231.00 0.00	Amex Baranof Hotel AASB Crystal Kennedy	Airfare Lodging Registration Reimbursement	Ck 255743 5P13610 5P18363 Ck 256499	05/09/05
4/4/05	Jake Metcalfe	AASB Legislative Fly-In	4/23-4/26/05	Juneau, AK	Actual	1452.90				369.90 375.00 400.00 308.00	1083.00 708.00 308.00 0.00	Amex AASB Goldbelt Hotel Jake Metcalfe	Airfare Registration Lodging Reimbursement	Ck 255743 5P18363 5P13607 Ck 258715	06/17/05
4/5/05	Tim Steele	AASB Legislative Fly-In	4/23-4/26/05	Juneau, AK	Actual	1333.90				369.90 356.00 300.00 308.00	964.00 608.00 308.00 0.00	Amex Baranof Hotel AASB Jake Metcalfe	Airfare Lodging Registration Reimbursement	Ck 255743 5P13610 5P18363 Ck 258715	05/16/05

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING

100102-3600/3610

Year-to-Date ending June 30, 2005

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
4/4/05	Mary Marks	AASB Legislative Fly-In	4/23-4/26/05	Juneau, AK	Actual	945.00				300.00	645.00	AASB	Registration	5P18363	05/23/05
										528.00	117.00	Mary Marks	Travel Advance	ARTM603A	
										300.00	(183.00)	Overpaid to Goldbelt			
										117.00	(300.00)	Central Council	Airfare	5P18360	
										(300.00)	0.00	Goldbelt Credit	Lodging	ARTM815A	
4/22/05	John Steiner	AASB Legislative Fly-In	4/24-4/26/05	Juneau, AK	Actual	973.16				723.16	250.00	John Steiner	Reimbursement	Ck 258742	06/17/05
										250.00	0.00	AASB	Registration	5P20404	
						<u>17364.21</u>	<u>1523.00</u>	<u>0.00</u>	<u>7667.59</u>	<u>8173.62</u>					

SUMMARY	
Revised Budget	\$18,354.00
Expenditures & encumbrances:	
1st Quarter	1,523.00
2nd Quarter	0.00
3rd Quarter	7,667.59
4th Quarter	8,173.62
BALANCE	\$989.79

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING

100103-3600/3610

Year-to-Date ending June 30, 2005

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
09/28/04	Larry Wiget	AASA Summer Conference	8/8 - 8/10/04	Juneau, AK	Actual	764.36	664.36 100.00				100.00 0.00	Larry Wiget Alaska Council	Reimbursement Registration	Ck #240775 Ck #239075	08/23/04
07/28/04	Larry Wiget	Summer Legislative Conference	8/19 - 8/20/04	Kenai, AK	Actual	301.00	256.00 45.00				45.00 0.00	Larry Wiget Larry Wiget	Reimbursement Reimbursement	Ck #240775 Ck #240775	08/25/04
03/31/04	Larry Wiget	AASB Legislative Fly-In	4/24-4/29/04	Juneau, AK	Actual	300.00	300.00				0.00	AASB	Registration	5P03238	05/11/04
09/06/04	Larry Wiget	AASA Fall Conference	10/7 - 10/9/04	Ketchikan, AK	Actual	990.84		250.00 740.84			740.84 0.00	AASA Larry Wiget	Registration Reimbursement	5P05297 Ck #246443	10/15/04
01/05/05	Larry Wiget	Council Of Great City Schools	1/20 - 1/23/05	New Orleans, LA	Actual	1159.92			1159.92		0.00	Larry Wiget	Reimbursement	Ck 250891	02/11/05
01/20/05	Larry Wiget	AASB Legislative Fly-In	2/11 - 2/15/05	Juneau, AK	Actual	1366.68			375.00		991.68 0.00	AASB Larry Wiget	Registration Reimbursement	5P12171 Ck 260042	05/21/05
03/20/05	Larry Wiget	Accompany ASD Principals	3/8 - 3/9/05	Juneau, AK	Actual	734.24				734.24	0.00	Larry Wiget	Reimbursement	Ck 254744	03/30/05
01/28/05	Larry Wiget	AASA Legislative Fly-In	3/21 - 3/22/05	Juneau, AK	Actual	741.76				491.76	250.00 250.00	Larry Wiget Encumbered	Reimbursement	Ck 254744	03/30/05
01/14/05	Larry Wiget	Council Of Great City Schools	3/11 - 3/20/05	Washington, DC	Actual	1462.95			175.00		1287.95 0.00	Great City Schools Larry Wiget	Registration Reimbursement	5P10742 Ck 254744	03/30/05
05/16/05	Larry Wiget	AASB Legislative Fly-In	4/22 - 4/26/05	Juneau, AK	Actual	1250.42				950.42 300.00	300.00 0.00	Larry Wiget AASB	Reimbursement Registration	Ck 258339 5P18359	05/15/05
05/15/05	Larry Wiget	Work With Alaska Legislature	4/28 - 5/11/05	Juneau, AK	Actual	2837.86				1540.70 1297.16	1297.16 0.00	Baranof Hotel Larry Wiget	Lodging Reimbursement	5P16090 Ck 258339	05/15/05
						<u>11910.03</u>	<u>1365.36</u>	<u>990.84</u>	<u>1709.92</u>	<u>7593.91</u>					

SUMMARY	
Revised Budget	\$11,911.00
Expenditures & encumbrances:	250.00
1st Quarter	1,365.36
2nd Quarter	990.84
3rd Quarter	1,709.92
4th Quarter	7,593.91
BALANCE	\$0.97

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
Year-to-Date ending June 30, 2005

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
7/1/04	Carol Comeau	AASA Conference	8/8 - 8/10/04	Juneau, AK	Actual	648.29	818.73 (420.49)	250.05			(170.44) 250.05 0.00	AMEX ASD First National Bank	Airfare Airfare Reimbursement Lodging	Ck #239077 Ck 6793 5P04659	8/19/04
8/20/04	Carol Comeau	AASA Conference	10/7 - 10/9/04	Ketchikan, AK	Actual	1032.04	348.70 250.00	211.00	222.34		683.34 433.34 222.34 0.00	Amex AASA Carol Comeau First National Bank	Airfare Registration Reimbursement Lodging	Ck #241268 5P03257 Ck #243541 5P09779	10/15/04
		Refund for ticket that was not approved				(376.70)	(376.70)					Amex	Airfare Refund		
12/5/04	Carol Comeau	Council Of Great City Schools	1/13 - 1/15/05	San Francisco, CA	Actual	578.18			35.00 201.00 342.18		543.18 342.18 0.00	Amex Carol Comeau First National Bank	Airfare/ticket xchng Reimbursement Lodging	Ck 248982 Ck 249011 5P12174	1/20/05
2/9/05	Carol Comeau	AASA Conference	3/20 - 3/22/05	Juneau, AK	Actual	549.74			84.00 250.00 (250.00)		465.74 215.74 465.74 274.00 0.00	Amex ACSA ACSA First National Bank Carol Comeau	Airfare/ticket xchng Registration Refund of Registration Lodging Reimbursement	Ck 250920 5P10723 Ck 12446 5P14981	3/23/05
	Carol Comeau	Spring Boardmanship			Actual	175.00	175.00				0.00	AASB	Registration	5P03238	N/A
7/19/04	Carol Comeau	What You Need To Know About Public Records	9/22/2004	Anchorage, AK	Actual	289.00	289.00				0.00	Lorman Education	Registration	5P02714	N/A
7/19/04	Mary Kay Sambo	What You Need To Know About Public Records	9/22/2004	Anchorage, AK	Actual	289.00	289.00				0.00	Lorman Education	Registration	5P02714	N/A
10/15/04	Carol Comeau	AASB Conference	Nov-04	Anchorage, AK	Actual	415.00		415.00			0.00	AASB	Registration	5P08220	N/A
						3599.55	1373.24	876.05	884.52	465.74					

SUMMARY	
Revised Budget	\$6,577.00
Expenditures & encumbrances:	
1st Quarter	1,373.24
2nd Quarter	876.05
3rd Quarter	884.52
4th Quarter	465.74
BALANCE	\$2,977.45

SUPERINTENDENT'S LEGISLATIVE LOBBYING

100202-3600/3610

Year-to-Date ending June 30, 2005

<u>DATE RECEIVED</u>	<u>PARTICIPANT</u>	<u>DESCRIPTION</u>	<u>TRAVEL DATES</u>	<u>DESTINATION</u>	<u>ACTUAL</u>	<u>AUTHORIZED TOTAL</u>	<u>1st QTR ACTUAL EXPENSE</u>	<u>2nd QTR ACTUAL EXPENSE</u>	<u>3rd QTR ACTUAL EXPENSE</u>	<u>4th QTR ACTUAL EXPENSE</u>	<u>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
8/18/04	Carol Comeau	Council Of Great City Schools	10/19 - 10/24/04	Las Vegas, NV	Actual	1508.54	469.81				1038.73 (41.80) 0.00	Amex First National Bank ASD	Airfare Lodging Refund	Ck #239893 5P13000 Ck 6887	12/2/04
1/18/05	Carol Comeau	AASB Legislative Fly-In	2/14 - 2/15/05	Juneau, AK	Actual	249.90			249.90		0.00	Amex	Airfare	Ck 248982	Cancelled
2/1/05	Carol Comeau	Council Of Great City Schools	3/10 - 3/15/05	Washington, DC	Actual	1880.49			813.41		1067.08 748.62 0.00	Amex Carol Comeau First National Bank	Airfare Reimbursement Lodging	Ck 250920 Ck 254641 5P14981	4/4/05
04/20/04	Carol Comeau	AASB Conference	4/23-4/25/04	Juneau, AK	Actual	200.00	200.00				0.00	AASB	Registration	5P03238	N/A
4/4/05	Carol Comeau	AASB Legislative Fly-In	4/22 - 4/26/05	Juneau, AK	Actual	1392.09				348.34 369.90 356.00 300.00 (2.64) 20.49	1043.75 673.85 317.85 17.85 20.49 0.00	Carol Comeau Amex Baranof Hotel AASB ASD First National Bank	Reimbursement Airfare Lodging Registration Refund Phone	Ck 255861 Ck 255743 5P13610 5P18363 Ck 6951 JE16398	5/1/05
						<u>5231.02</u>	<u>669.81</u>	<u>0.00</u>	<u>2102.04</u>	<u>2459.17</u>					

<u>SUMMARY</u>	
Revised Budget	\$5,232.00
Expenditures & encumbrances:	
1st Quarter	669.81
2nd Quarter	0.00
3rd Quarter	2,102.04
4th Quarter	2,459.17
BALANCE	\$0.98