

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #87 (2004-2005)

October 24, 2005

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FIRST QUARTER REPORT  
FY 2005-2006

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 first quarter of FY 2005-2006 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 116 District employees and School Board members who traveled during the first quarter of FY 2005-2006 on 119 trips for a total cost to the District of \$173,204.12.

<u>Funding Source</u>	<u># Board &amp; Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	36	37	\$ 67,369.57	\$ .00
Grants	65	65	105,834.55	3,958.64
External/Self	<u>15</u>	<u>17</u>	<u>.00</u>	<u>.00</u>
	116	119	\$173,204.12	\$ 3,958.64

School Board members traveled on zero out-of-district trips and the Superintendent took two out-of-district trips during the first quarter of FY 2005-2006. 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 \$44,900 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	\$ 12,000	\$ 1,531.30	100101-3600/3610
School Board Legislative Lobbying	23,900	.00	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>9,000</u>	<u>729.70</u>	100103-3600/3610
	<u>\$ 44,900</u>	<u>\$ 2,131.00</u>	

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

Superintendent's Travel	\$ 11,000	\$ 2,000.66	100201-3600/3610
Superintendent's Lobbying	\$ 4,500	\$ .00	100202-3600/3610
Other Staff Travel [1]	\$ 16,908	\$ .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 through September 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
09/20/05	James Metcalfe	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Estimate	1585.00	175.00	1410.00	Council Great City Schools	Registration	6P05131	
07/14/05	Jeff Friedman	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Estimate	1331.00	542.30 175.00	788.70 613.70	AMEX Council Great City Schools	Aifare Registration	Ck 261758 6P03723	
08/30/05	Crystal Kennedy	NSBA TL2 Conference	10/26 - 10/28/05	Colorado Springs, CO	Estimate	1094.00	464.00	630.00	NSBA Registrar	Registration	6P03737	
07/13/05	Crystal Kennedy	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Estimate	1331.00	175.00	1156.00	Council Great City Schools	Registration	6P04653	

5341.00      1531.30

<b>SUMMARY</b>	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	0.00
1st Quarter	1,531.30
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
<b>BALANCE</b>	<b>\$10,468.70</b>



**SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING**

**100103-3600/3610**

Year-to-Date through September 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
07/19/05	Larry Wiget	AASA Summer Meeting	8/7 - 8/9/05	Juneau, AK	Actual	829.70	729.70	100.00	Larry Wiget	Reimbursement	Ck 263325	08/19/05

<u>829.70</u>	<u>729.70</u>
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<b>SUMMARY</b>	
Adopted Budget	\$9,000.00
Expenditures & encumbrances:	0.00
1st Quarter	729.70
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
<b>BALANCE</b>	<b>\$8,270.30</b>

**SUPERINTENDENT'S TRAVEL EXPENDITURES**

100201-3600/3610

Year-to-Date through September 30, 2005

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
4/18/05	Carol Comeau	Council Great City Schools Meeting	7/26 - 7/30/05	Portland, OR	Actual	771.79	524.41	247.38	AMEX	Airfare	Ck 257420	9/20/05
8/27/05	Carol Comeau	AASA Summer Meeting	8/7 - 8/9/05	Juneau, AK	Actual	969.75	358.90 225.05 100.00	610.85 385.80 285.80	AMEX Carol Comeau AASA	Airfare Reimbursement Registration	Ck 261758 Ck 264012 6P03354	8/27/05
7/13/05	Carol Comeau	Council Of Great City Schools Conference	10/14 - 10/22/05	Atlanta, GA	Estimate	1189.00	542.30	646.70	AMEX	Airfare	Ck 261758	
Not Rec'd	Carol Comeau	AASA Fall Meeting		Juneau, AK			250.00	0.00	AASA	Registration	6P04880	

2930.54      2000.66

<b>SUMMARY</b>	
Adopted Budget	\$11,000.00
Expenditures & encumbrances:	
1st Quarter	2,000.66
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
<b>BALANCE</b>	<b>\$8,999.34</b>

**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>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	Amex	Airfare	Ck #239893	12/2/04
									1080.53		(41.80)	First National Bank	Lodging	5P13000	
									(41.80)		0.00	ASD	Refund	Ck 6887	
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	Amex	Airfare	Ck 250920	4/4/05
										318.46	748.62	Carol Comeau	Reimbursement	Ck 254641	
										748.62	0.00	First National Bank	Lodging	5P14981	
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	1043.75	Carol Comeau	Reimbursement	Ck 255861	5/1/05
										369.90	673.85	Amex	Airfare	Ck 255743	
										356.00	317.85	Baranof Hotel	Lodging	5P13610	
										300.00	17.85	AASB	Registration	5P18363	
										(2.64)	20.49	ASD	Refund	Ck 6951	
										20.49	0.00	First National Bank	Phone	JE16398	
						<u>5231.02</u>	<u>669.81</u>	<u>0.00</u>	<u>2102.04</u>	<u>2459.17</u>					

<b>SUMMARY</b>	
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
<b>BALANCE</b>	<b>\$0.98</b>