

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #265 (2005-2006)

May 8, 2006

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - THIRD 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 third 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 156 District employees and School Board members who traveled during the third quarter of FY 2005-2006 on 178 trips for a total cost to the District of \$209,102.53.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	34	42	\$ 56,416.22	\$.00
Grants	88	99	152,686.31	6,718.56
External/Self	<u>34</u>	<u>37</u>	<u>.00</u>	<u>2,999.28</u>
	156	178	\$209,102.53	\$ 9,717.84

School Board members traveled on four out-of-district trips and the Superintendent took five out-of-district trips during the third 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	\$ 10,201.80	100101-3600/3610
School Board Legislative Lobbying	23,900	4,726.40	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>9,000</u>	<u>5,811.77</u>	100103-3600/3610
	\$ 44,900	\$ 20,739.97	

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

Superintendent's Travel	\$ 11,495	\$ 4,595.35	100201-3600/3610
Superintendent's Lobbying	\$ 4,500	\$ 2,664.50	100202-3600/3610
Other Staff Travel [1]	\$ 4,989	\$.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/CS

Attachments

Prepared By: Chad Stiteler, Controller

Approved By: Janet Stokesbary, Chief Financial Officer

SCHOOL BOARD TRAVEL EXPENDITURES/CONFERENCES
100101-3600/3610
Year-to-Date through March 31, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
09/20/05	James Metcalfe	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Actual	1410.27	175.00			1235.27	Council Great City Schools	Registration	6P05131	10/24/05
								866.15		369.12	James Metcalfe	Reimbursement	Ck 266254	
								369.12		0.00	AMEX	Aifare	Ck 266716	
07/14/05	Jeff Friedman	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Actual	1510.77	542.30			968.47	AMEX	Aifare	Ck 261758	10/28/05
							175.00			793.47	Council Great City Schools	Registration	6P03723	
										0.00	Jeff Friedman	Reimbursement	Ck 267084	
08/30/05	Crystal Kennedy	NSBA TL2 Conference	10/26 - 10/28/05	Colorado Springs, CO	Actual	870.40	464.00			406.40	NSBA Registrar	Registration	6P03737	11/8/05
								406.40		0.00	Crystal Kennedy	Reimbursement	Ck 267801	
07/13/05	Crystal Kennedy	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Actual	1399.45	175.00			1224.45	Council Great City Schools	Registration	6P04653	11/8/05
										0.00	Crystal Kennedy	Reimbursement	Ck 267801	
10/21/05	Crystal Kennedy	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	200.00		200.00		0.00	AASB	Registration	6P05929	N/A
10/21/05	James Metcalfe	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	385.00		385.00		0.00	AASB	Registration	6P05929	N/A
10/21/05	Tim Steele	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	385.00		385.00		0.00	AASB	Registration	6P05929	N/A
10/21/05	Macon Roberts	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	385.00		385.00		0.00	AASB	Registration	6P05929	N/A
10/21/05	John Steiner	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	385.00		385.00		0.00	AASB	Registration	6P05929	N/A
10/21/05	Ralph Feriani	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	225.00		225.00		0.00	AASB	Registration	6P05929	N/A
01/11/06	Crystal Kennedy	Legislative Policy Conference	3/17 - 3/21/06	Washington, DC	Estimate	1810.52			813.91	996.61	AMEX	Aifare	Ck 272102	
01/09/06	Macon Roberts	66th Annual NSBA Conference	4/7 - 4/11/06	Chicago, IL	Estimate	2540.00			496.00	2044.00	AMEX	Aifare	Ck 274795	
									620.00	1424.00	National School Seminars	Registration	6P10163	
01/09/06	Tim Steele	66th Annual NSBA Conference	4/7 - 4/11/06	Chicago, IL	Estimate	2540.00			496.00	2044.00	AMEX	Aifare	Ck 274795	
									620.00	1424.00	National School Seminars	Registration	6P10163	
						14046.41	1531.30	5624.59	3045.91					

SUMMARY	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	0.00
1st Quarter	1,531.30
2nd Quarter	5,624.59
3rd Quarter	3,045.91
4th Quarter	0.00
BALANCE	\$1,798.20

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING
100102-3600/3610
 Year-to-Date through March 31, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
1/23/06	Crystal Kennedy	AASB Legislative Fly-In	2/11 - 2/14/06	Juneau, AK	Actual	1194.10			300.00	894.10	Baranof	Lodging	6P11129	03/17/06
									(24.00)	918.10	Baranof Refund	Lodging	Ck 51116	
									389.10	529.00	AMEX	Airfare	Ck 274795	
									375.00	154.00	Assoc Of Seminars	Registration	6P10877	
									154.00	0.00	Crystal Kennedy	Reimbursement	Ck 275841	
1/23/06	Paul Steele	AASB Legislative Fly-In	2/11 - 2/14/06	Juneau, AK	Actual	1353.10			300.00	1053.10	Baranof	Lodging	6P11129	03/17/06
									(24.00)	1077.10	Baranof Refund	Lodging	Ck 51116	
									389.10	688.00	AMEX	Airfare	Ck 274795	
									375.00	313.00	Assoc Of Seminars	Registration	6P10877	
									313.00	0.00	Paul Steele	Reimbursement	Ck 275865	
1/23/06	Ralph Feriani	AASB Legislative Fly-In	2/11 - 2/14/06	Juneau, AK	Estimate	1151.00			300.00	851.00	Baranof	Lodging	6P11129	
									(24.00)	875.00	Baranof Refund	Lodging	Ck 51116	
									389.10	485.90	AMEX	Airfare	Ck 274795	
									225.00	260.90	Assoc Of Seminars	Registration	6P10903	
1/23/06	Jeff Friedman	AASB Legislative Fly-In	2/11 - 2/15/06	Juneau, AK	Actual	1289.10			400.00	889.10	Baranof	Lodging	6P11129	02/22/06
									(32.00)	921.10	Baranof Refund	Lodging	Ck 51116	
									157.00	764.10	Jeff Friedman	Reimbursement	Ck 274353	
									389.10	375.00	AMEX	Airfare	Ck 274795	
									375.00	0.00	Assoc Of Seminars	Registration	6P10877	

4987.30 0.00 0.00 4726.40

SUMMARY	
Adopted Budget	\$23,900.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	4,726.40
4th Quarter	0.00
BALANCE	\$19,173.60

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING

100103-3600/3610

Year-to-Date through March 31, 2006

<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>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	Estimate	829.70	729.70			100.00	Larry Wiget	Reimbursement	Ck 263325	08/19/05
08/09/05	Larry Wiget	Institute of the North's Six	9/16 - 9/18/05	Talkeetna, AK	Actual	653.12		653.12		0.00	Larry Wiget	Reimbursement	Ck 266233	09/28/05
10/25/05	Larry Wiget	Chair AASA Legislative Committee	10/6 - 10/8/05	Wasilla, AK	Actual	421.90		171.90 250.00		250.00 0.00	Larry Wiget AASA	Reimbursement Registration	Ck 268632 6P08345	10/25/05
01/05/06	Larry Wiget	Meet With Alaska Legislature	1/24 - 1/27/06	Juneau, AK	Actual	909.85			909.85	0.00	Larry Wiget	Reimbursement	Ck 273018	01/30/06
01/16/06	Larry Wiget	AASB Legislative Fly-In	2/10 - 2/14/06	Juneau, Ak	Actual	1396.10			1021.10 375.00	375.00 0.00	Larry Wiget Assoc Of Registration	Reimbursement Registration	Ck 274390 6P10319	02/17/06
02/17/06	Larry Wiget	Legislative Visits	2/20 - 2/23/06	Juneau, Ak	Actual	1081.10			1081.10	0.00	Larry Wiget	Reimbursement	Ck 275262	02/27/06
02/17/06	Larry Wiget	AASA Legislative Fly-In	3/12 - 3/15/06	Juneau, Ak	Actual	1060.10				1060.10				
12/21/05	Larry Wiget	Legislative Policy Conference	3/17 - 3/26/06	Washington, DC	Estimate	1811.00				1811.00				
None		NSBA Conference	4/7 - 4/11/06	Chicago	Estimate	2500.00			620.00	1880.00	National School Board	Registration	6P09807	

<u>10662.87</u>	<u>729.70</u>	<u>1075.02</u>	<u>4007.05</u>
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SUMMARY	
Adopted Budget	\$9,000.00
Expenditures & encumbrances:	0.00
1st Quarter	729.70
2nd Quarter	1,075.02
3rd Quarter	4,007.05
4th Quarter	0.00
BALANCE	\$3,188.23

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
 Year-to-Date through March 31, 2006

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd 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
								68.00		179.38	Carol Comeau	Reimbursement	Ck 265047	
								179.38		0.00	First National	Lodging	6P05865	
8/27/05	Carol Comeau	AASA Summer Meeting	8/7 - 8/9/05	Juneau, AK	Actual	1004.75	358.90			645.85	AMEX	Airfare	Ck 261758	8/27/05
							225.05			420.80	Carol Comeau	Reimbursement	Ck 264012	
							100.00			320.80	AASA	Registration	6P03354	
								285.80		35.00	First National	Lodging	6P07490	
								35.00		0.00	AMEX	Airfare	Ck 265430	
7/13/05	Carol Comeau	Council Of Great City Schools Conference	10/14 - 10/22/05	Atlanta, GA	Actual	1306.70	542.30			764.40	AMEX	Airfare	Ck 261758	11/10/05
								593.40		171.00	First National	Lodging	6P07490	
								85.00		86.00	AMEX	Airfare	Ck 268712	
								138.60		(52.60)	First National	Lodging	JE	
								(52.60)		0.00	ASD	Refund from Carol	Ck 7156	
11/9/05	Carol Comeau	AASA Fall Meeting	10/6 - 10/8/05	Wasilla, AK	Actual	507.90	250.00			257.90	AASA	Registration	6P04880	11/8/05
								184.85		73.05	First National	Lodging	6P07490	
								73.05		0.00	Carol Comeau	Reimbursement	Ck 267716	
12/12/05	Carol Comeau	Great City Schools Winter Meeting	1/18 - 1/21/06	Tampa, FL	Actual	1028.89			862.77	166.12	AMEX	Airfare	Ck 271685	2/15/06
									(45.56)	211.68	Carol Comeau	Reimbursement	Ck 7269	
1/17/06	Carol Comeau	Blue Ribbon Task Force	3/2/06	Juneau, AK	Actual	72.00			297.10	(225.10)	AMEX	Airfare	Ck 274795	3/16/06
									(332.10)	107.00	Ak Humanities	Airfare Reimbursement	Ck 8777	
									77.00	30.00	Carol Comeau	Reimbursement	Ck 275818	
N/A	Carol Comeau	Teleconference	Jan-06	Anchorage	Actual	145.00			145.00	0.00	Government Financial	Registration	6P10402	N/A

4837.03 2000.66 1590.48 1004.21

SUMMARY	
Revised Budget	\$11,495.00
Expenditures & encumbrances:	0.00
1st Quarter	2,000.66
2nd Quarter	1,590.48
3rd Quarter	1,004.21
4th Quarter	0.00
BALANCE	\$6,899.65

SUPERINDENT'S LEGISLATIVE LOBBYING
100202-3600/3610
 Year-to-Date through March 31, 2006

<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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
1/17/06	Carol Comeau	AASB Legislative Fly-In	2/12 - 2/13/06	Juneau, AK	Actual	1082.14		332.10	750.04	AMEX	Airfare	Ck 272102	3/12/06
								375.00	375.04	Assoc. Of Registration	Registration	6P10318	
								80.00	295.04	AMEX	Airfare	Ck 274795	
								192.00	103.04	Carol Comeau	Reimbursement	Ck 275818	
1/17/06	Carol Comeau	AASA Legislative Fly-In	3/13 - 3/15/06	Juneau, AK	Estimate	1087.10		297.10	790.00	AMEX	Airfare	Ck 274795	
								250.00	540.00	Alaska Council	Registration	6P10315	
12/20/05	Carol Comeau	Legislative Policy Conference	3/17 - 3/22/06	Washington, DC	Estimate	2017.30		763.30	1254.00	AMEX	Airfare	Ck 272102	
3/29/06	Carol Comeau	AASB Orientation & Legislative Fly-In	4/22 - 4/24/06	Juneau, AK	Estimate	1170.00		375.00	795.00	AASB	Registration	6P13728	

5356.54 0.00 0.00 2664.50

SUMMARY	
Adopted Budget	\$4,500.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	2,664.50
4th Quarter	0.00
BALANCE	\$1,835.50