

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #26 (2006-2007)

August 28, 2006

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FOURTH 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 fourth 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 161 District employees and School Board members who traveled during the fourth quarter of FY 2005-2006 on 184 trips for a total travel cost to the District of \$270,330.09.

<u>Funding Source</u>	<u># Board &amp; Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	34	37	\$ 67,149.09	\$ .00
Grants	109	128	203,181.00	8,638.72
External/Self	<u>18</u>	<u>19</u>	<u>.00</u>	<u>4,559.04</u>
	161	184	\$270,330.09	\$ 13,197.76

School Board members traveled on six out-of-district trips and the Superintendent took one out-of-district trip during the fourth 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	\$ 14,722	\$ 14,508.61	100101-3600/3610
School Board Legislative Lobbying	16,278	9,284.70	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>13,900</u>	<u>13,612.61</u>	100103-3600/3610
	<u>\$ 44,900</u>	<u>\$ 37,405.92</u>	

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

Superintendent's Travel	\$ 11,430	\$ 5,695.78	100201-3600/3610
Superintendent's Lobbying	\$ 4,565	\$ 4,357.97	100202-3600/3610
Other Staff Travel [1]	\$ .00	\$ .00	109910-3600/3610

[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 ending June 30, 2006

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
09/20/05	James Metcalfe	Council Of Great City Schools	10/18 - 10/22/05	Atlanta, GA	Actual	1410.27	175.00	866.15			1235.27	Council Great City Schools	Registration	6P05131	10/24/05
								369.12			369.12	James Metcalfe	Reimbursement	Ck 266254	
											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
											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	150.00		385.00		(235.00)	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
10/21/05	Mary Marks	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	385.00				385.00	0.00	AASB	Registration	6P05932	N/A
12/04/05	Larry Wiget	AASB 52nd Annual Conference	11/3 - 11/6/05	Anchorage, AK	Actual	425.00				15.00	410.00	AASB	Registration	6P08908	N/A
										410.00	0.00				
01/11/06	Crystal Kennedy	Legislative Policy Conference	3/17 - 3/21/06	Washington, DC	Actual	1548.52			813.91		734.61	AMEX	Airfare	Ck 272102	4/18/06
											0.00	Crystal Kennedy	Reimbursement	Ck 277706	
01/09/06	Macon Roberts	66th Annual NSBA Conference	4/7 - 4/11/06	Chicago, IL	Actual	2564.60			496.00		2068.60	AMEX	Airfare	Ck 274795	4/26/06
									620.00		1448.60	National School Seminars	Registration	6P10163	
											0.00	Macon Roberts	Reimbursement	Ck 278732	
01/09/06	Tim Steele	66th Annual NSBA Conference	4/7 - 4/11/06	Chicago, IL	Actual	2589.60			496.00		2093.60	AMEX	Airfare	Ck 274795	5/1/06
									620.00		1473.60	National School Seminars	Registration	6P10163	
											0.00	Paul Steele	Reimbursement	Ck 278761	
12/19/05	James Metcalfe	Commonwealth North			Actual	25.00				25.00	0.00	Commonwealth North	Registration	6P09816	N/A
	Tim Steele	Commonwealth North			Actual	25.00				25.00	0.00	Commonwealth North	Registration	6P09816	N/A
	John Steiner	Commonwealth North			Actual	25.00				25.00	0.00	Commonwealth North	Registration	6P09816	N/A
						<u>14508.61</u>	<u>1531.30</u>	<u>5624.59</u>	<u>3045.91</u>	<u>4306.81</u>					

<b>SUMMARY</b>	
Adopted Budget	\$14,722.00
Expenditures & encumbrances:	0.00
1st Quarter	1,531.30
2nd Quarter	5,624.59
3rd Quarter	3,045.91
4th Quarter	4,306.81
<b>BALANCE</b>	<b>\$213.39</b>

**SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING**  
**100102-3600/3610**  
Year-to-Date ending June 30, 2006

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
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	1101.10			300.00		801.10	Baranof	Lodging	6P11129	03/27/06
									(24.00)		825.10	Baranof Refund	Lodging	Ck 51116	
									389.10		436.00	AMEX	Airfare	Ck 274795	
									225.00		211.00	Assoc Of Seminars	Registration	6P10903	
										211.00	0.00	Ralph Feriani	Travel Advance	Ck 272532	
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	
4/10/06	Crystal Kennedy	AASB Legislative Fly-In	4/21 - 4/25/06	Juneau, AK	Actual	1,257.10				368.00	889.10	Baranof Hotel	Lodging	6P14859	05/15/06
										360.10	529.00	AMEX	Airfare	Ck 277953	
										154.00	375.00	Crystal Kennedy	Reimbursement	Ck 280636	
										375.00	0.00	Assoc. of Seminars	Registration	6P14860	
4/10/06	Paul Steele	AASB Legislative Fly-In	4/21 - 4/25/06	Juneau, AK	Actual	1,080.10				368.00	712.10	Baranof Hotel	Lodging	6P14859	05/15/06
										360.10	352.00	AMEX	Airfare	Ck 277953	
										352.00	0.00	Paul Steele	Reimbursement	Ck 279816	
4/10/06	John Steiner	AASB Legislative Fly-In	4/21 - 4/25/06	Juneau, AK	Actual	1,035.10				360.10	675.00	AMEX	Airfare	Ck 277953	06/12/06
										300.00	375.00	John Steiner	Reimbursement	Ck 281714	
										375.00	0.00	Assoc. of Seminars	Registration	6P14860	
4/10/06	Mary Marks	AASB Legislative Fly-In	4/21 - 4/25/06	Juneau, AK	Actual	975.00				300.00	675.00	Mary Marks	Travel Advance	Ck 277121	05/15/06
										300.00	375.00	Goldbelt	Lodging	ARTM703B	
										375.00	0.00	Assoc. of Seminars	Registration	6P14860	

9284.70      0.00      0.00      4726.40      4558.30

<b>SUMMARY</b>	
Revised Budget	\$16,278.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	4,726.40
4th Quarter	4,558.30
<b>BALANCE</b>	<b>\$6,993.30</b>

**SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING**  
**100103-3600/3610**  
Year-to-Date ending June 30, 2006

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
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				810.10	250.00	Larry Wiget	Reimbursement	Ck 276731	03/29/06
12/21/05	Larry Wiget	Legislative Policy Conference	3/17 - 3/26/06	Washington, DC	Actual	1392.80				1392.80	0.00	Larry Wiget	Reimbursement	Ck 278257	04/20/06
None	Larry Wiget	NSBA Conference	4/7 - 4/11/06	Chicago	Actual	2650.90			620.00		2030.90 0.00	National School Board Larry Wiget	Registration Reimbursement	6P09807 Ck 279862	04/14/06
04/04/06	Larry Wiget	AASB Legislative Fly-In	4/21 - 4/28/06	Juneau, Ak	Actual	1915.30				1540.30	375.00	Larry Wiget	Reimbursement	Ck 278902	04/30/06
04/30/06	Larry Wiget	End Of Session Legislative	5/2 - 5/10/06	Juneau, Ak	Actual	2026.74				2026.74	0.00	Larry Wiget	Reimbursement	Ck 280777	05/25/06
						<u>14337.61</u>	<u>729.70</u>	<u>1075.02</u>	<u>4007.05</u>	<u>7800.84</u>					

<b>SUMMARY</b>	
Revised Budget	\$13,900.00
Expenditures & encumbrances:	0.00
1st Quarter	729.70
2nd Quarter	1,075.02
3rd Quarter	4,007.05
4th Quarter	7,800.84
<b>BALANCE</b>	<b>\$287.39</b>

**SUPERINTENDENT'S TRAVEL EXPENDITURES**  
**100201-3600/3610**  
Year-to-Date ending June 30, 2006

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
4/18/05	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	
										211.68	0.00	First National	Lodging	6P16177	
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	
										30.00	0.00	AMEX	Airfare/Srv Fee	Ck 276665	
N/A	Carol Comeau	Teleconference	Jan-06	Anchorage	Actual	145.00			145.00		0.00	Government Financial	Registration	6P10402	N/A
12/20/05	Carol Comeau	Legislative Policy Conference	3/17 - 3/22/06	Washington, DC	Actual	858.75				858.75	0.00	First National	Lodging	6P14626	
						5695.78	2000.66	1590.48	1004.21	1100.43					

<b>SUMMARY</b>	
Revised Budget	\$11,430.00
Expenditures & encumbrances:	0.00
1st Quarter	2,000.66
2nd Quarter	1,590.48
3rd Quarter	1,004.21
4th Quarter	1,100.43
<b>BALANCE</b>	<b>\$5,734.22</b>

**SUPERINTENDENT'S LEGISLATIVE LOBBYING**

**100202-3600/3610**

Year-to-Date ending June 30, 2006

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
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	
										103.04	0.00	First National	Lodging	6P14626	
1/17/06	Carol Comeau	AASA Legislative Fly-In	3/13 - 3/15/06	Juneau, AK	Actual	980.86			297.10		683.76	AMEX	Airfare	Ck 274795	5/8/06
									250.00		433.76	Alaska Council	Registration	6P10315	
										221.76	212.00	First National	Lodging	6P14626	
										182.00	30.00	Carol Comeau	Reimbursement	Ck 278828	
										30.00	0.00	AMEX	Airfare/Srv Fee	Ck 276665	
12/20/05	Carol Comeau	Legislative Policy Conference	3/17 - 3/22/06	Washington, DC	Actual	1168.80			763.30		405.50	AMEX	Airfare	Ck 272102	5/8/06
										405.50	0.00	Carol Comeau	Reimbursement	Ck 278828	
3/29/06	Carol Comeau	AASB Orientation & Legislative Fly-In	4/22 - 4/24/06	Juneau, AK	Actual	1126.17			375.00		751.17	AASB	Registration	6P13728	5/8/06
										206.08	545.09	First National	Lodging	6P19555	
										216.00	329.09	Carol Comeau	Reimbursement	Ck 278828	
										329.09	0.00	AMEX	Airfare	Ck277953	
						<u>4357.97</u>	<u>0.00</u>	<u>0.00</u>	<u>2664.50</u>	<u>1693.47</u>					

<b>SUMMARY</b>	
Revised Budget	\$4,565.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	2,664.50
4th Quarter	1,693.47
<b>BALANCE</b>	<b>\$207.03</b>