

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #21 (2006-2007)

August 27, 2007

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FOURTH QUARTER REPORT
FY 2006-2007

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 2006-2007 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 117 District employees and School Board members who traveled during the fourth quarter of FY 2006-2007 on 123 trips for a total travel cost to the District of \$176,601.53.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	31	33	\$ 42,819.55	\$ 1,079.76
Grants	73	76	133,781.98	719.84
External/Self	<u>13</u>	<u>14</u>	<u>.00</u>	<u>239.92</u>
	117	123	\$176,601.53	\$ 1,799.60

School Board members traveled on five out-of-district trips during the fourth quarter of FY 2006-2007. The Superintendent attended one conference in Anchorage; and there was one out-of-district trip during the fourth quarter of FY 2006-2007. 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 \$29,263 revised budget for the School Board has been allocated in the following accounts:

	<u>Revised Budget</u>	<u>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$ 14,707	14,706.03	100101-3600/3610
School Board Legislative Lobbying	10,900	10,895.49	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>3,656</u>	<u>3,574.02</u>	100103-3600/3610
	\$ 29,263	\$ 29,175.54	

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

Superintendent's Travel	\$ 8,437	\$ 8,436.42	100201-3600/3610
Superintendent's Lobbying	\$ 5,619	\$ 5,618.92	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, 2007

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
08/02/06	Mary Marks	NSBA Annual CUBE Conference	9/27 - 10/2/06	Phoenix, AZ	Actual	2141.49	1060.00 685.30 350.00				1081.49 396.19 46.19 (186.22) 0.00	Ritz-Carlton AMEX Nations School Seminars Mary Marks Marriott Hotel	Lodging Airfare Registration Travel Advance Refund	7P02788 Ck 285961 7P02789 Ck 286539	10/31/06
08/28/06	Jeff Friedman	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Actual	1821.04	636.01 175.00	232.41			1185.03 1010.03	AMEX Council Of Seminars	Airfare Registration	Ck 287719 7P03659	11/5/06
								925.03 85.00			85.00 0.00	Jeff Friedman AMEX	Reimbursement Airfare Chng Fee	Ck 291378 Ck 289781	
08/28/06	Kennedy, Crystal	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Actual	1651.71	201.11 175.00				1450.60 1275.60 0.00	AMEX Council Of Seminars Crystal Kennedy	Airfare Registration Reimbursement	Ck 287719 7P03657 Ck 291393	11/13/06
08/28/06	John Steiner	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Actual	1930.61	636.01				1294.60 0.00	AMEX John Steiner	Airfare Reimbursement	Ck 287719 Ck 291424	11/6/06
09/11/06	Jake Metcalfe	Council Great City Schools	10/24 - 10/29/06	San Diego, CA	Actual	1553.11	175.00				1378.11 886.81 387.00 499.81	Council Of Seminars AMEX Loews Coronado Jake Metcalfe	Registration Airfare Lodging Reimbursement	7P04580 Ck 289781 7P05442 Ck 291402	11/29/06
09/06/06	Kennedy, Crystal	AASB Boardmanship	9/16 - 9/17-06	Anchorage, AK	Actual	250.00	300.00				(50.00)	AASB	Registration	7P03654	N/A
09/06/06	Jeff Friedman	AASB Boardmanship	9/16 - 9/17-06	Anchorage, AK	Actual	250.00	300.00				(50.00)	AASB	Registration	7P03654	N/A
	Paul Steele	AASB Boardmanship	9/16 - 9/17-06	Anchorage, AK	Actual	150.00	0.00				150.00				
10/11/06	Macon Roberts	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	405.00		405.00			0.00	AASB	Registration	7P05814	N/A
	John Steiner	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	405.00		405.00			0.00	AASB	Registration	7P05814	N/A
	Crystal Kennedy	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	405.00		405.00			0.00	AASB	Registration	7P05814	N/A
	Mary Marks	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	405.00		405.00			0.00	AASB	Registration	7P05814	N/A
	Tim Steele	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	405.00		405.00			0.00	AASB	Registration	7P05814	N/A
	Ralph Feriani	AASB Annual Conference	11/9 - 11/12/06	Anchorage, AK	Actual	225.00		225.00			0.00	AASB	Registration	7P05814	N/A
10/09/06	Jake Metcalfe	AEDC Conference	10/9/06	Anchorage, AK	Actual	50.00		50.00			0.00	Anchorage Economic	Registration	7P05506	N/A
03/12/07	Macon Roberts	NSBA 67th Annual Conference	4/13 - 4/17/07	San Francisco, CA	Actual	2708.07					2082.96 1377.96 0.00	AMEX National School Seminars Macon Roberts	Airfare Registration Reimbursement	Ck 298037 7P12544 Ck 301125	5/7/07
						14756.03	4693.43	7490.75	1143.89	1377.96					

SUMMARY	
Revised Budget	\$14,707.00
Expenditures & encumbrances:	0.00
1st Quarter	4,693.43
2nd Quarter	7,490.75
3rd Quarter	1,143.89
4th Quarter	1,377.96
BALANCE	\$0.97

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING

100102-3600/3610

Year-to-Date ending June 30, 2007

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
1/31/07	Ralph Feriani	AASB Legislative Fly-In	2/9 - 2/13/07	Juneau, AK	Actual	1374.30			225.00		1149.30	Assoc Of Seminars	Registration	7P10811	03/12/07
									401.30		748.00	AMEX	Airfare	Ck 295764	
									416.00		332.00	Baranof	Lodging	7P10851	
									368.00		(36.00)	Ralph Feriani	Per Diem	Ck 294593	
										(36.00)	0.00	Refund	Per Diem		
1/31/07	Crystal Kennedy	AASB Legislative Fly-In	2/9 - 2/13/07	Juneau, AK	Actual	1352.30			375.00		977.30	Assoc Of Seminars	Registration	7P10811	02/22/07
									401.30		576.00	AMEX	Airfare	Ck 295764	
									416.00		160.00	Baranof	Lodging	7P10851	
									160.00		0.00	Crystal Kennedy	Per Diem	Ck 296694	
1/31/07	Macon Roberts	AASB Legislative Fly-In	2/9 - 2/13/07	Juneau, AK	Actual	1,585.30			375.00		1210.30	Assoc Of Seminars	Registration	7P10811	02/22/07
									401.30		809.00	AMEX	Airfare	Ck 295764	
									416.00		393.00	Baranof	Lodging	7P10851	
									393.00		0.00	Macon Roberts	Per Diem/Cab	Ck 296786	
1/22/07	John Steiner	CGCS Legislative Conference	3/16 - 3/20/07	Washington, DC	Actual	1,761.21			674.61		1086.60	AMEX	Airfare	Ck 295764	04/19/07
									861.04		225.56	Washington Marriott	Lodging	Ck 296155	
										(194.22)	419.78	Marriott Refund	Lodging	Ck 04249409	
										419.78	0.00	John Steiner	Reimbursement	Ck 301167	
1/22/07	James Metcalfe	CGCS Legislative Conference	3/16 - 3/20/07	Washington, DC	Cancel	964.60			789.60		175.00	AMEX	Airfare	Ck 295764	Cancelled
									175.00		0.00	Council Of Seminars	Registration	7P11330	
3/26/07	Tim Steele	AASB Legislative Fly-In	4/20 - 4/24/07	Juneau, AK	Actual	1023.29				416.00	607.29	Baranof Hotel	Lodging	7P13920	05/22/07
										348.00	259.29	Tim Steele	Reimbursement	Ck 302572	
										259.29	0.00	AMEX	Airfare	Ck 299809	
4/9/07	John Steiner	AASB Legislative Fly-In	4/21 - 4/24/07	Juneau, AK	Actual	443.90				143.90	300.00	AMEX	Airfare	Ck 299809	07/25/07
										300.00	0.00	Association Of Seminars	Registration	7P13922	
3/26/07	Jeff Friedman	AASB Legislative Fly-In	4/22 - 4/24/07	Juneau, AK	Actual	963.29				259.29	704.00	AMEX	Airfare	Ck 299809	04/30/07
										300.00	404.00	Association Of Seminars	Registration	7P13922	
										196.00	208.00	Jeff Friedman	Reimbursement	Ck 300574	
										208.00	0.00	Baranof Hotel	Lodging	7P13921	
4/19/07	Chris Tuck	AASB Legislative Fly-In	4/20 - 4/24/07	Juneau, AK	Actual	1227.30				504.30	723.00	AMEX	Airfare	Ck 301853	05/31/07
										348.00	375.00	Chris Tuck	Reimbursement	Ck 302603	
										375.00	0.00	Association Of Seminars	Registration	7P15173	
	John Steiner	AASB Legislative Fly-In	2/9 - 2/13/07	Juneau, AK	Actual	200.00				200.00	0.00	Association Of Seminars	Registration	7P13250	N/A
						<u>10695.49</u>	<u>0.00</u>	<u>0.00</u>	<u>6848.15</u>	<u>4047.34</u>					

SUMMARY	
Revised Budget	\$10,900.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	6,848.15
4th Quarter	4,047.34
BALANCE	\$4.51

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING

100103-3600/3610

Year-to-Date ending June 30, 2007

<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>
02/26/07	Michelle Egan	Legislative Fly-In	2/10 - 2/13/07	Juneau, AK	Actual	1339.45			489.30		850.15	AMEX	Airfare	Ck 295764	02/17/07
									201.00		649.15	Michelle Egan	Travel Advance	Ck 294989	
									274.15		375.00	Michelle Egan	Reimbursement	Ck 297459	
										375.00	0.00	AASB	Registration	7P15633	
01/09/07	Michelle Egan	CGCS Conference	3/17 - 3/20/07	Washington, DC	Actual	2234.57			674.61		1559.96	AMEX	Airfare	Ck 294297	03/15/07
									175.00		1384.96	CGCS	Registration	7P11384	
										362.96	1022.00	Michelle Egan	Reimbursement	Ck 298111	
										887.00	135.00	Michelle Egan	Travel Advance	Ck 295675	
										135.00	0.00	AMEX	Airfare	Ck 299809	
						<u>3574.02</u>	<u>0.00</u>	<u>0.00</u>	<u>1814.06</u>	<u>1759.96</u>					

SUMMARY	
Revised Budget	\$3,656.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	1,814.06
4th Quarter	1,759.96
BALANCE	\$81.98

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
Year-to-Date ending June 30, 2007

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
5/24/06	Carol Comeau	Council Great City Schools Meeting	7/20-7/23/06	Newark, NJ	Actual	2213.76	1088.31 897.45 189.60				1125.45 228.00 38.40 0.00	AMEX First National Bank Carol Comeau Carol Comeau	Airfare Lodging Reimbursement Reimbursement	Ck 280105 7P03222 Ck 285395 Ck 289065	8/9/06
8/16/06	Carol Comeau	Council Great City Schools Conference	10/24 - 10/29/06	San Diego, CA	Actual	1955.90	701.30	288.00 386.64			1254.60 966.60 579.96 579.96	AMEX Carol Comeau First National Bank	Airfare Reimbursement Lodging	Ck 285961 Ck 290145 7P06219	11/1/06
8/19/06	Carol Comeau	AASA Fall Meeting	10/4 - 10/7/06	Fairbanks, AK	Actual	957.71	277.11	210.60 220.00 250.00			680.60 470.00 250.00 0.00	AMEX First National Bank Carol Comeau AASA	Airfare Lodging Reimbursement Registration	Ck 287719 7P08092 Ck 290145 7P05508	11/1/06
9/27/06	Carol Comeau	AASB Boardmanship	9/16 - 9/17/06	Anchorage, AK	Actual	250.00	250.00				0.00	AASB	Registration	7P04917	
8/28/06	Carol Comeau	Institute Of The North 2006	9/22 - 9/24/06	Talkeetna, AK	Actual	817.40		270.40 197.00 350.00			547.00 350.00 0.00	First National Bank Carol Comeau Institute Of The North	Lodging Reimbursement Registration	7P06219 Ck 289065 7P05155	10/10/06
1/5/07	Carol Comeau	Council Great City Schools Meeting	1/11 - 1/14/07	Los Angeles, CA	Actual	1621.65			884.91 653.46 112.64		736.74 83.28 (29.36) 0.00	AMEX First National Bank Carol Comeau Carol Comeau	Airfare Lodging Reimbursement Per Diem Refund	Ck 294297 7P11615 Ck 294304 Ck 298417	1/17/07
3/12/07	Carol Comeau	AK Dropout Prevention Symposium	4/13/07	Anchorage, AK	Actual	135.00			135.00		0.00	AK Staff Development	Registration	7P12597	N/A
1/10/07	Carol Comeau	AASB 53rd Annual Conference	11/8 - 11/11/06	Anchorage, AK	Actual	450.00			450.00		0.00	AASB	Registration	7P10295	N/A
1/10/07	Carol Comeau	AEDC Economic Luncheon	1/22/2007	Anchorage, AK	Actual	35.00			35.00		0.00	First National Bank	Registration	7P11615	N/A
						<u>8436.42</u>	<u>3403.77</u>	<u>2211.04</u>	<u>2271.01</u>	<u>(29.36)</u>					

SUMMARY	
Revised Budget	\$8,437.00
Expenditures & encumbrances:	579.96
1st Quarter	3,403.77
2nd Quarter	2,211.04
3rd Quarter	2,271.01
4th Quarter	(29.36)
BALANCE	\$0.58

SUPERINTENDENT'S LEGISLATIVE LOBBYING

100202-3600/3610

Year-to-Date through March 31, 2007

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
5/15/06	Carol Comeau	AASA Summer Meeting	7/29 - 7/31/06	Juneau, AK	Actual	1017.46	366.10 311.36 240.00 100.00				651.36 340.00 100.00 0.00	AMEX First National Bank Carol Comeau AASA	Airfare Lodging Reimbursement Registration	Ck 280105 7P04532 Ck 285976 7P00962	8/16/06
1/10/07	Carol Comeau	AASB Legislative Fly-In	2/10 - 2/12/07	Juneau, AK	Actual	1222.25			232.96 339.29 254.00 375.00 21.00		989.29 650.00 396.00 21.00 0.00	First National Bank AMEX Carol Comeau Registration First National Bank	Lodging Airfare Reimbursement AASB Internet Charge	7P11615 Ck 294297 Ck 296592 7P12785 7P11615	2/21/07
1/10/07	Carol Comeau	CGCS Legislative Policy Meeting	3/16 - 3/20/07	Washington, DC	Actual	2260.74			1285.10		975.64 114.60 83.04 12.90 70.14 0.00	AMEX First National Bank First National Bank First National Bank Carol Comeau	Airfare Lodging Internet Food Reimbursement	Ck 294297 7P14112 7P14112 7P14112 Ck 298417	3/30/07
4/11/07	Carol Comeau	AASB Legislative Fly-In	4/21 - 4/24/07	Juneau, AK	Actual	1118.47				354.80 388.67	763.67 375.00 375.00	AMEX First National Bank	Airfare Lodging	Ck 301853 7P15999	5/7/07
						<u>5618.92</u>	<u>1017.46</u>	<u>0.00</u>	<u>2507.35</u>	<u>1719.11</u>					

SUMMARY	
Revised Budget	\$5,619.00
Expenditures & encumbrances:	375.00
1st Quarter	1,017.46
2nd Quarter	0.00
3rd Quarter	2,507.35
4th Quarter	1,719.11
BALANCE	\$0.08