

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #151 (2007-2008)

January 14, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - SECOND QUARTER REPORT
FY 2007-2008

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 second quarter of FY 2007-2008 for both in-state and out-of-state travel.

There were 123 District employees who traveled during the second quarter of FY 2007-2008 on 138 trips for a total travel cost to the District of \$177,712.92.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	45	46	\$ 74,340.58	\$ 1,199.84
Grants	59	67	103,372.34	8,638.24
External/Self	<u>19</u>	<u>25</u>	<u>.00</u>	<u>.00</u>
	123	138	\$ 177,712.92	\$ 9,838.08

School Board members traveled on three out-of-district trips during the second quarter of FY 2007-2008. The Superintendent traveled on one out-of-district trip during the second quarter of FY 2007-2008. 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 \$80,400 adopted budget for the School Board has been allocated in the following accounts:

	<u>Adopted Budget</u>	<u>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$ 12,000	4,529.91	100101-3600/3610
School Board Legislative Lobbying	23,900	.00	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>29,000</u>	<u>.00</u>	100103-3600/3610
	\$ 64,900	\$ 4,529.91	

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

Superintendent's Travel	\$ 11,000	\$ 3,583.04	100201-3600/3610
Superintendent's Lobbying	\$ 4,500	\$.00	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 through December 31, 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
08/13/07	Jeff Friedman	CGCS 2007 Fall Conference	10/30 - 11/3/07	Nashville, TN	1690.60	626.60	175.00	1064.00 889.00	AMEX Council Great City Schools	Airfare Registration	Ck 307298 8P03233	11/30/07
08/13/07	Crystal Kennedy	CGCS 2007 Fall Conference	10/30 - 11/4/07	Nashville, TN	2008.75	671.50	253.95 908.30 175.00	1337.25 1083.30 175.00 0.00	AMEX Crystal Kennedy Renaissance Council Great City Schools	Airfare Reimbursement Lodging Registration	Ck 307298 Ck 313446 8P00617 8P03233	12/7/07
08/13/07	Macon Roberts	CGCS 2007 Fall Conference	10/30 - 11/3/07	Nashville, TN	1937.56	857.00 (73.69)	36.25	1080.56 1154.25 1118.00	AMEX Macon Roberts Macon Roberts	Airfare Personal Airfare Reimbursement	Ck 307298 Money Order Ck 313573	11/7/07
	Jeff Friedman	AASB Fall Boardsmanship	9/15 - 9/16/07	Anchorage, AK	300.00		300.00	300.00	AASB	Registration	8P03810	
	Chris Tuck	AASB Fall Boardsmanship	9/15 - 9/16/07	Anchorage, AK	300.00		300.00	300.00	AASB	Registration	8P03811	
	Crystal Kennedy	AASB Fall Boardsmanship	9/15 - 9/16/07	Anchorage, AK	300.00		300.00	300.00	AASB	Registration	8P04413	

4846.31	2081.41	2448.50
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SUMMARY	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	0.00
1st Quarter	2,081.41
2nd Quarter	2,448.50
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$7,470.09

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING

100102-3600/3610

Year-to-Date through September 30, 2007

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION	AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
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0.00
0.00

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

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING

100103-3600/3610

Year-to-Date through September 30, 2007

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION	AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
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0.00
0.00

SUMMARY	
Adopted Budget	\$29,000.00
Expenditures & encumbrances:	0.00
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$29,000.00

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610

<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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
6/28/07	Carol Comeau	CGCS 2007 Fall Conference	10/30 - 11/4/07	Nashville, TN	811.92	908.30 695.90 (24.40)		(96.38) (792.28) (767.88) (807.88)	First National Bank AMEX Carol Comeau Carol Comeau	Lodging Airfare Personal Airfare Reimbursement	8P00710 Ck 301853 Ck 7523 Ck 311983	11/5/07
6/29/07	Carol Comeau	AASA/EED Summer Meeting	8/4 - 8/7/07	Juneau, AK	1007.92	339.29 40.00 23.79 504.84		668.63 628.63 604.84 100.00 0.00	AMEX Carol Comeau First National Bank First National Bank Alaska Council	Airfare Reimbursement Lunch Lodging Registration	Ck 303649 Ck 306965 8P04643 8P04643 8P01733	8/13/07
7/31/07	Carol Comeau	Institute Of The North	9/14 - 9/16/07	Talkeetna, AK	600.32	250.32		350.00 0.00	First National Bank First National Bank	Lodging Registration	8P04643 8P04643	9/18/07
9/22/07	Carol Comeau	America's Choice CGCS Symposium	9/26 - 9/29/07	New York, NY	80.00		80.00	0.00	Carol Comeau	Reimbursement	Ck 311983	10/19/07
N/A	Carol Comeau	AASA Fall Meeting	10/4 - 10/6/07	Anchorage, AK	275.00		275.00	0.00	Alaska Council	Registration	8P03114	N/A

2775.16 2738.04 845.00

SUMMARY	
Adopted Budget	\$11,000.00
Expenditures & encumbrances	0.00
1st Quarter	2,738.04
2nd Quarter	845.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$7,416.96

SUPERINTENDENT'S LEGISLATIVE LOBBYING

100202-3600/3610

Year-to-Date through September 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
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0.00 0.00

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