

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #22 (2008-2009)

August 24, 2009

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FOURTH QUARTER REPORT
FY 2008-2009

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 provides details on in-state and out-of-state travel taken by District employees during the fourth quarter of FY 2008-2009. Though School Board members and the Superintendent did not travel during the fourth quarter of FY 2008-2009, School Board and Superintendent travel expenses for other periods may be recorded in this quarter. A summary, by funding source, of the attached Travel Report appears below. The summary includes costs for substitutes used during a traveler's absence. Specific travel information by traveler and trip is available on the Travel Report.

Travel Report Summary

Funding Source	Travelers	Trips	Travel Cost	Substitute Cost
District	73	78	\$ 141,822.42	\$ 2,879.52
Grants	63	71	135,460.60	3,959.20
External/Self	24	30	-	-
Total	160	179	\$ 277,283.02	\$ 6,838.72

The distribution of the travel budget has been identified more precisely by account codes. For instance, the \$75,069 revised budget for the School Board has been allocated in the following accounts:

School Board and Superintendent Travel Budget Distribution

Account Code	Description	Revised Budget	Expended
100101-3600/3610	School Board Conference	\$ 12,007.00	\$ 11,450.90
100102-3600/3610	School Board Lobbying	23,124.00	9,389.53
100103-3600/3610	Other Staff Travel	21,908.00	-
	School Board Travel Subtotal	\$ 57,039.00	\$ 20,840.43
100201-3600/3610	Superintendent Travel	\$ 10,360.00	\$ 8,639.62
100202-3600/3610	Superintendent Lobbying	7,670.00	5,792.38
109910-3600/3610	Other Staff Travel ¹	-	-
	Superintendent Travel Subtotal	\$ 18,030.00	\$ 14,432.00
	Grand Total	\$ 75,069.00	\$ 32,272.43

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/tm

Attachments

Prepared By: Chad Stiteler, Controller
Approved By: Janet Stokesbary, Chief Financial Officer