

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #83 (2009-2010)

October 19, 2009

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FIRST QUARTER REPORT
FY 2009-2010

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 first quarter of FY 2009-2010. Though School Board members did not travel during the first quarter of FY 2009-2010, 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	13	17	\$ 39,530.12	\$ -
Grants	36	36	61,710.43	-
External/Self	12	14	-	-
Total	61	67	\$ 101,240.55	\$ -

The distribution of the travel budget has been identified more precisely by account codes. For instance, the \$70,600 adopted budget for the School Board and Superintendent travel has been allocated to the following accounts:

School Board and Superintendent Travel Budget Distribution

Account Code	Description	Revised Budget	Expended
100101-3600/3610	School Board Conference	\$ 12,000.00	\$ 3,819.52
100102-3600/3610	School Board Lobbying	23,900.00	-
100103-3600/3610	Other Staff Travel	19,200.00	-
	School Board Travel Subtotal	\$ 55,100.00	\$ 3,819.52
100201-3600/3610	Superintendent Travel	\$ 11,000.00	\$ 2,839.01
100202-3600/3610	Superintendent Lobbying	4,500.00	-
109901-3600/3610	Other Staff Travel ¹	-	-
	Superintendent Travel Subtotal	\$ 15,500.00	\$ 2,839.01
	Grand Total	\$ 70,600.00	\$ 6,658.53

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

SCHOOL BOARD TRAVEL EXPENDITURES/CONFERENCES

100101-3600/3610

Year-to-Date through September 30, 2009

<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>
06/15/09	Crystal Kennedy	CGCS Fall Conference	10/26 - 11/1/09	Portland, OR	2,168.80	393.76	1,775.04	Crystal Kennedy	Lodging Deposit	Ck 349084	
						672.69	1,102.35	AMEX	Airfare	Ck 349921	
						100.00	1,002.35	Council Of The Registration	Registration	0P02445	
06/22/09	Jeff Friedman	CGCS Fall Conference	10/26 - 10/31/09	Portland, OR	2,107.00	642.69	1,464.31	AMEX	Airfare	Ck 349921	
						275.00	1,189.31	Council Of The Registration	Registration	0P02445	
07/30/09	Jeannie Mackie	CGCS Fall Conference	10/27 - 10/30/09	Portland, OR	1,584.00	642.69	941.31	AMEX	Airfare	Ck 349921	
						175.00	766.31	Council Of The Registration	Registration	0P02445	
06/22/09	Kathleen Plunkett	CGCS Fall Conference	10/26 - 11/1/09	Portland, OR	2,334.00	642.69	1,691.31	AMEX	Airfare	Ck 349921	
						275.00	1,416.31	Council Of The Registration	Registration	0P02445	

\$6,025.00 \$3,819.52

SUMMARY	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	0.00
1st Quarter	3,819.52
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$8,180.48

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
 Year-to-Date through September 30, 2009

<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>
5/12/09	Carol Comeau	Speak at UAS Class	07/07/09	Juneau, AK	421.70	389.70 32.00	32.00 0.00	AMEX	Airfare	Ck 347520	7/30/09
5/12/09	Carol Comeau	AASA/EED Summer Meeting	8/2 - 8/4/09	Juneau, AK	988.73	420.70 -110.00 30.00 499.76 333.76 23.27 125.00 -333.76	568.03 678.03 648.03 148.27 -185.49 -208.76 -333.76 0.00	AMEX Carol Comeau AMEX Carol Comeau First National Bank First National Bank First National Bank Carol Comeau	Airfare Airfare Refund Change Fee Reimbursement Lodging Lunch Registration Lodging Reimbursement	Ck 347520 Ck 8082 Ck 349921 Ck 350235 0P03973 0P03973 0P03968 Ck 8120	8/19/09
6/23/09	Carol Comeau	CGCS Fall Conference	10/26 - 11/1/09	Portland, OR	2,245.28	583.70 393.76 100.00	1,661.58 1,267.82 1,267.82	AMEX First National Bank	Airfare Pre Conf Registration	0P03973	
9/30/09	Carol Comeau	North's Alaska Dialogue	9/10 - 9/12/09	Talkeetna, AK	1,500.00	351.12	1,148.88	First National Bank	Lodging Deposit	0P03973	

\$5,155.71 \$2,839.01

SUMMARY	
Adopted Budget	\$11,000.00
Expenditures & encumbrances:	0.00
1st Quarter	2,839.01
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$8,160.99