

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #10 (98-99)

August 10, 1998

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FOURTH QUARTER REPORT  
FY 1997-98

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth quarter of FY 1997-98 for both in-state and out-of-state travel. This report complies with the travel procedures established with the revision to School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 237 District employees and four Board members who traveled in the fourth quarter of FY 1997-98 on 298 trips for a total cost to the District of \$226,518.65. Out-of-District travel in the General Fund has been limited to the School Board and the Superintendent's budget for the past two years; therefore, the majority of the travel has been funded through external sources and by the individual or by grants.

<u>Funding Source</u>	<u># Board &amp; Emp</u>	<u># of Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
External/Self	75	91	\$ 0.00	\$18,367.00
Grants	123	170	138,165.00	25,179.00
Grants/Self/Ext.	2	3	2,353.00	218.00
District	41	<u>34</u>	<u>42,236.65</u>	<u>.00</u>
	241	298	\$ 182,754.65	\$43,764.00

There were four School Board members traveling in this quarter for a total cost of \$9,554.58. In addition, adjustments and corrections were made for prior periods in the amount of (\$317.42). This resulted in a net expenditure in the fourth

quarter of \$9,237.16. The Superintendent made one trip this quarter for a total cost of \$2,460.53. A prior period lodging deposit refund of \$115.00 was received; therefore, the net expenditure in this quarter for the Superintendent's travel was \$2,345.53.

The distribution of the travel budget has been identified more precisely using program codes. For instance, the \$37,000 budget for the School Board has been allocated in the following accounts:

	<u>Budget</u>	<u>YTD</u>	<u>Account Code</u>
School Board Conferences	\$17,000	\$11,755.89	01-001-000-000-360
School Board Legislative Lobbying	7,825	7,550.77	01-001-100-000-360 [1]
Other Staff Travel:			
Legislative Lobbying	12,175	\$12,174.19	01-001-200-000-360 [1]
Other			

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

Superintendent Travel	\$ 5,000	\$ 3,862.13	01-002-000-000-360
Other Staff Travel	14,000	7,134.99	01-099-000-000-360 [2]

[1] \$20,000 is budgeted for legislative lobbyist and planning fees in 01-001-000-000-341

[2] \$15,000 was budgeted in 01-099-000-000-360 for professional growth opportunities for principals and other administrators. A budget transfer was made to fund a professional affiliation account (275) for a \$1,000.

BC/JS/BM  
Attachment

Prepared by: Bill Mikawa, Controller  
Approved by: Janet Stokesbary, Chief Financial Officer