

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #102 (98-99)

October 26, 1998

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL – FIRST QUARTER REPORT FY 1998-99

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 1998-99 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 48 District employees who traveled in the first quarter of FY 1998-99 on 51 trips for a total cost to the District of \$43,672.20. Out-of-District travel in the General Fund has been limited to the School Board and the Superintendent's budget for the past three 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	14	14	\$ 0.00	\$ 0.00
Grants	30	32	38,725.00	0.00
District	<u>4</u>	<u>5</u>	<u>4,947.20</u>	<u>0.00</u>
	48	51	\$ 43,672.20	\$ 0.00

Travel costs were also incurred for travel that will occur in the second quarter of FY 1998-99 for two District employees and one School Board member. The total costs for these trips will be included in the next quarterly report.

The Superintendent made one trip this quarter for a total estimated cost of \$2,819.02 of which \$875.00 has been paid. This amount will be adjusted in the next quarterly report after the Superintendent's Travel Expense Report is processed.

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	\$ 868.18	100101-3600 [3]
School Board Legislative Lobbying	12,500	0.00	100102-3600 [1]
Other Staff Travel:			
Legislative Lobbying	7,500	\$ 0.00	100103-3600 [1]
Other			

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

Superintendent Travel	\$ 5,000	\$ 875.00	100201-3600
Other Staff Travel	15,000	5,569.20	109901-3600 [2][3]

[1] \$20,000 is budgeted for legislative lobbyist and planning fees in 100101-3410

[2] \$15,000 is budgeted in 109901-3600 for professional growth opportunities for principals and other administrators.

[3] Includes advance payments for travel that will take place in the second quarter of FY 1998-99.

BC/JS/BM  
Attachment

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