

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #16 (1999-2000)

September 13, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

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

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth 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 176 District employees who traveled in the fourth quarter of FY 1998-99 on 187 trips for a total cost to the District of \$149,229.82. Out-of-District travel in the General Fund had been primarily limited to the School Board and the Superintendent's budget in the past; therefore, the majority of the travel was funded through external sources and by the individual or by grants. The Anchorage Principals' Association bargaining agreement directs the Superintendent and the Association president to confer annually regarding topics or issues that shall be the focus for training and development activities. This travel is reflected in the Association Benefits account 097.

Funding Source	# Board & Emp	# of Trips	Travel Cost	Substitute Cost
External/Self	69	71	\$ 0.00	\$.00
Grants	85	92	107,759.88	12,823.27
District/Grant	1	1	1,969.93	0.00
District	15	17	22,670.24	0.00
District/Self	6	6	2,370.00	1,636.50
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	176	187	\$ 134,770.05	\$14,459.77

Five School Board members traveled on seven trips during the fourth quarter for a cost of \$10,157.34.

The Superintendent did not travel during the fourth quarter of FY 1998-99.

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:

	Working Budget	YTD	Account Code
School Board Conferences	\$17,000	\$ 7,928.35	100101-3600 [1]
School Board Legislative Lobbying	11,200	8,995.23	100102-3600 [2]
Other Staff Travel:			
Legislative Lobbying	8,800	\$ 8,723.46	100103-3600 [2]

Other

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

Superintendent Travel	\$ 5,000	\$ 3,908.45	100201-3600
Principals' Professional Growth	16,865	0.00	109701-3600 [3]
Other Staff Travel	16,538	13,718.87	109901-3600

[1] Administrative budget transfer was made to increase Other Staff Travel for Legislative Lobbying due to amount of expenditures in this account.

[2] \$20,000 is budgeted for legislative lobbyist and planning fees in 100101-3410

[3] \$27,028 was the total working budget in 109701-3600 for professional growth opportunities for principals and other administrators. A \$10,163 budget transfer was made to 109701-2750 Association Benefits Professional Affiliation account to provide stipends to Principals for professional growth opportunities. The working budget includes both the current year's budget and the encumbrance budget from prior year encumbrances.

BC/JS/BM

Attachment

Prepared by: Bill Mikawa, Controller

Approved by: Janet Stokesbary, Chief Financial Officer