

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #257 (1999-2000)

April 24, 2000

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL – THIRD QUARTER REPORT FY 1999-2000

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the third quarter of FY 1999-2000 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 178 District employees and Board Members who traveled in the third quarter of FY 1999-2000 on 233 trips for a total cost to the District of \$207,381.17. The Anchorage Principals' Association and the Superintendent 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.

<u>Funding Source</u>	<u># Board & Emp</u>	<u># of Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	24	33	\$ 46,616.78	\$ 0.00
Grants	71	88	127,280.01	13,456.37
Grant/Self	2	2	3,450.00	0.00
External/Self	<u>81</u>	<u>110</u>	<u>0.00</u>	<u>16,578.01</u>
	178	233	\$177,346.79	\$30,034.38

Five School Board members traveled during the third quarter of FY 1999-2000 on eight trips. A total of \$7,725.08 was expended to date in the third quarter on these trips that were primarily to Juneau during the legislative session.

The Superintendent traveled on three occasions out-of-District to San Francisco, Phoenix, and Juneau for a total expenditure in the third quarter of \$2,748.32.

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>Working Budget</u>	<u>YTD</u>	<u>Account Code</u>
School Board Conferences	\$17,000	\$ 5,289.66	100101-3600
School Board Legislative Lobbying	12,500	6,877.00	100102-3600
Other Staff Travel:			
Legislative Lobbying	7,500	\$ 7,156.15	100103-3600

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

Superintendent Travel	\$ 5,000	\$ 1,160.97	100201-3600
Principals' Professional Growth	16,865	0.00	109701-3600 [1]
Other Staff Travel	5,740	0.00	109901-3600 [2]

[1] The \$16,865 is from prior year encumbrances. The \$5,000 in the revised budget was transferred to 109701-2750 (Association Benefits professional affiliation account) for stipends to Principals for professional growth.

[2] 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. Out-of-District travel in the adopted budget was originally \$20,000.

BC/JS/BM
Attachment

Prepared by: Bill Mikawa, Controller

Approved by: Janet Stokesbary, Chief Financial Officer