

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #100 (2000-2001)

October 23, 2000

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL – FIRST QUARTER REPORT FY 2000-2001

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 2000-2001 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 92 District employees and Board Members who traveled in the first quarter of FY 2000-2001 on 72 trips for a total cost to the District of \$76,531.27. 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. District travel costs were funded primarily from prior year funds and through budget transfers from departmental operating funds.

<u>Cost</u>	<u>Funding Source</u>	<u># Board & Emp</u>	<u># of Trips</u>	<u>Travel Cost</u>	<u>Substitute</u>
	District	13	14	\$ 35,464.82	\$ 0.00
	Grants	34	50	41,066.45	0.00
	External/Self	<u>25</u>	<u>28</u>	<u>0.00</u>	<u>0.00</u>
		72	92	\$ 76,531.27	\$ 0.00

Two School Board members traveled during the first quarter of FY 2000-2001 on two trips at no expense to the District.

The Superintendent did not travel out-of-District during the first quarter of FY 2000-2001.

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

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

Superintendent Travel	\$ 5,000	\$ 0.00	100201-3600
Principals' Professional Growth	31,865	0.00	109701-3600 [1]
Other Staff Travel	20,000	0.00	109901-3600 [2]

[1] The \$15,000 in the FY 2000-2001 revised budget will be transferred to 109701-2750 (Association Benefits professional affiliation account) for stipends to Principals for professional growth. The remaining \$16,865 was encumbered from prior years' travel budgets in 109701.

[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.

CC/JS/BM
Attachment

Prepared by: Bill Mikawa, Controller

Approved by: Janet Stokesbary, Chief Financial Officer