

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM # 272 (2000-2001)

April 30, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

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

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the third 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 177 District employees who traveled in the third quarter of FY 2000-2001 on 197 trips for a total cost to the District of \$186,036.87. 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>Funding Source</u>	<u># Board & Emp</u>	<u># of Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	20	17	\$ 21,129.03	\$ 215.22
Grants	95	108	152,692.47	3,766.95
External/Self	<u>62</u>	<u>72</u>	<u>0.00</u>	<u>8,233.20</u>
	177	197	\$ 173,821.50	\$ 12,215.37

Four School Board members traveled during the second quarter of FY 2000-2001 on five trips for legislative lobbying and the National School Board Association Conference.

The Superintendent made two trips during the second quarter of FY 2000-2001 for legislative lobbying.

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>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$17,000.00	\$ 4,480.02	100101-3600
School Board Legislative Lobbying	12,500.00	2,165.72	100102-3600
Other Staff Travel:			
Legislative Lobbying	7,500.00	\$ 2,216.69	100103-3600

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

Superintendent Travel	\$ 5,000.00	\$ 1,603.50	100201-3600
Principals' Professional Growth	16,865.00	.00	109701-3600 [1]
Other Staff Travel	15,480.00	165.00	109901-3600 [2]

[1] The \$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

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Approved by: Janet Stokesbary, Chief Financial Officer