

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #32 (2001-2002)

August 27, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

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

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth 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 180 District employees and School Board members who traveled in the fourth quarter of FY 2000-2001 on 204 trips for a total cost to the District of \$165,849.48. 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># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	57	61	\$ 58,530.13	\$ 1,722.20
Grants	59	76	91,013.13	3,982.33
External	<u>64</u>	<u>67</u>	<u>0.00</u>	<u>10,601.69</u>
	180	204	\$149,543.26	\$ 16,306.22

Four School Board members traveled during the fourth quarter of FY 2000-2001 on four trips for legislative lobbying in Juneau for a total cost of \$4,107.70.

The Superintendent made two trips during the fourth quarter of FY 2000-2001 for legislative lobbying and the Castle conference.

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>Annual Budget</u>	<u>Expended YTD</u>	<u>Account Code</u>
School Board Conferences	\$17,000.00	\$ 6,361.94	100101-3600
School Board Legislative Lobbying	7,761.00	6,544.10	100102-3600
Other Staff Travel:			
Legislative Lobbying	<u>12,239.00</u>	<u>11,943.03</u>	100103-3600
	<u>\$37,000.00</u>	<u>\$ 24,849.07</u>	

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

Superintendent's Travel	\$ 5,000.00	\$ 4,050.85	100201-3600
Principals' Professional Growth [1]	16,845.00	0.00	109701-3600
Other Staff Travel [2]	11,594.00	165.00	109901-3600

[1] The \$16,865.00 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. The original budget for this account was \$20,000. The \$165.00 expenditure is for American Express card fees.

CC/JS/BM

Attachment

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