

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #32 (2002-2003)

September 23, 2002

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL – FOURTH QUARTER REPORT  
FY 2001-2002

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth quarter of FY 2001-2002 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 172 District employees and School Board members who incurred travel expenses in the fourth quarter of FY 2001-2002 on 232 trips for a total cost to the District of \$206,603.33.

<u>Funding Source</u>	<u># Board &amp; Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	62	73	\$ 84,667.09	\$3,479.54
Grants	49	98	121,936.24	23,876.86
External	<u>61</u>	<u>61</u>	<u>0.00</u>	<u>0.00</u>
	172	232	\$206,603.33	\$ 27,356.40

Seven School Board members traveled during the fourth quarter of FY 2001-2002 on ten trips. Expenses were paid by the District. The Superintendent's travel account was charged in the fourth quarter of FY 2001-2002 for three trips during this quarter. Travel expenses for School Board and Superintendent travel in other time periods may also be recorded in this quarter.

The distribution of the travel budget has been identified more precisely by account codes. For instance the \$44,642.00 annual revised 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	\$ 12,281.00	\$ 11,596.10	100101-3600/3610
School Board Legislative Lobbying	20,308.00	20,231.92	100102-3600
Other Staff Travel:			
Legislative Lobbying	<u>12,053.00</u>	<u>11,895.05</u>	100103-3600/3610
	\$ 44,642.00	\$ 43,723.07	

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

Superintendent's Travel	\$ 9,433.00	\$ 9,432.64	100201-3600/3610
Superintendent's Support	1,035.00	0.00	100202-3600/3610
Other Staff Travel [1]	5,663.00	666.20	109901-3600

[1] 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 is \$20,000.

CC/JS/TM

Attachments

Prepared By: Terry McCarty, Controller  
 Approved By: Janet Stokesbary, Chief Financial Officer