

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #87 (2002-2003)

November 11, 2002

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL – FIRST QUARTER REPORT
FY 2002-2003

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 2002-2003 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 78 District employees and School Board members who incurred travel expenses in the first quarter of FY 2002-2003 on 90 trips for a total cost to the District of \$104,299.12

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	26	29	35,945.93	0.00
Grants	45	51	68,353.19	1,919.69
External	<u>7</u>	<u>10</u>	<u>0.00</u>	<u>239.92</u>
	78	90	\$104,299.12	\$ 2,159.61

No School Board members traveled during the first quarter of FY 2002-2003. The Superintendent's travel account was charged in the first quarter of FY 2002-2003 for one trip, a delegate to the Pathways to College meeting. 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 \$42,000.00 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	12,000.00	700.00	100101-3600/3610
School Board Legislative Lobbying	22,500.00	-214.58	100102-3600
Other Staff Travel:			
Legislative Lobbying	<u>7,500.00</u>	<u>0.00</u>	100103-3600/3610
	\$ 42,000.00	\$ 485.42	

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

Superintendent's Travel	7,500.00	-717.00	100201-3600/3610
Superintendent's Support	4,500.00	726.20	100202-3600/3610
Other Staff Travel [1]	16,227.00	0.00	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.

CC/JS/TM

Attachments

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