

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #168 (2002-2003)

January 27, 2003

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

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

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the second 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 141 District employees and School Board members who incurred travel expenses in the second quarter of FY 2002-2003 on 160 trips for a total cost to the District of \$181,882.81

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	42	45	\$ 63,536.20	\$ 3,959.06
Grants	84	99	118,346.61	9,357.93
External	<u>15</u>	<u>16</u>	<u>0.00</u>	<u>2,039.76</u>
	141	160	\$181,882.81	\$ 15,356.75

Three School Board members traveled during the second quarter of FY 2002-2003. The Superintendent's travel account was charged in the second quarter of FY 2002-2003 for two 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 \$42,000 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	\$ 5,057.17	100101-3600/3610
School Board Legislative Lobbying	22,500	-214.58	100102-3600
Other Staff Travel:			
Legislative Lobbying	<u>7,500</u>	<u>1,937.58</u>	100103-3600/3610
	\$ 42,000	\$ 6,780.17	

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

Superintendent's Travel	7,500	3,849.59	100201-3600/3610
Superintendent's Support	4,500	-752.00	100202-3600/3610
Other Staff Travel [1]	8,033	307.25	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: Tammy Million, Accounting Technician
 Approved By: Janet Stokesbary, Chief Financial Officer