

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #242 (2003-2004)

May 3, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - THIRD QUARTER REPORT
FY 2003-2004

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the third quarter of FY 2003-2004 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 124 District employees and School Board members who traveled during the third quarter of FY 2003-2004 on 147 trips for a total cost to the District of \$145,816.35

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	29	38	\$ 44,728.78	\$ 1,439.92
Grants	60	68	101,087.57	10,679.01
External/Self	<u>35</u>	<u>41</u>	<u>.00</u>	<u>3,239.54</u>
	124	147	\$145,816.35	\$ 15,358.47

School Board members traveled on nine trips during the third quarter of FY 2003-2004. The Superintendent's travel account was charged in the third quarter of FY 2003-2004 for three trips. 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 \$43,400 annual budget for the School Board has been allocated in the following accounts:

	Annual <u>Budget</u>	Expended <u>YTD</u>	Account <u>Code</u>
School Board Conferences	\$ 12,000	\$ 7,470.20	100101-3600/3610
School Board Legislative Lobbying	23,900	5,062.20	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>7,500</u>	<u>.00</u>	100103-3600/3610
	\$ 43,400	\$ 12,532.40	

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

Superintendent's Travel	\$ 7,500	\$ 8,755.99	100201-3600/3610
Superintendent's Support	\$ 4,500	\$.00	100202-3600/3610
Other Staff Travel [1]	\$ 3,772	\$.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/SD

Attachments

Prepared By: Stacey Dunn, Controller
 Approved By: Janet Stokesbary, Chief Financial Officer