

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #25 (2003-2004)

August 23, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

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

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the fourth 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 178 District employees and School Board members who traveled during the fourth quarter of FY 2003-2004 on 225 trips for a total cost to the District of \$236,961.52

<u>Funding Source</u>	<u># Board &amp; Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	32	56	\$ 55,142.15	\$ 359.92
Grants	105	119	181,819.37	10,618.70
External/Self	<u>41</u>	<u>50</u>	<u>.00</u>	<u>5,759.08</u>
	178	225	\$236,961.52	\$ 16,737.70

School Board members traveled on four trips during the fourth quarter of FY 2003-2004. The Superintendent took one trip in the fourth quarter of FY 2003-2004. 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 \$42,512 annual 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	\$ 19,065	\$ 14,969.24	100101-3600/3610
School Board Legislative Lobbying	15,947	9,791.93	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>7,500</u>	<u>5,412.80</u>	100103-3600/3610
	\$ 42,512	\$ 30,173.97	

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

Superintendent's Travel	\$ 11,722	\$ 11,653.40	100201-3600/3610
Superintendent's Support	\$ 278	\$ 100.00	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/EB

Attachments

Prepared By: Eunice Boston, Senior Accountant  
 Approved By: Janet Stokesbary, Chief Financial Officer

**SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING**

**100103-3600/3610**

Year-to-Date through June 30, 2004

<u>DATE RECEIVED</u>	<u>PARTICIPANT</u>	<u>DESCRIPTION</u>	<u>TRAVEL DATES</u>	<u>DESTINATION</u>		<u>AUTHORIZED TOTAL</u>	<u>1st QTR ACTUAL EXPENSE</u>	<u>2nd QTR ACTUAL EXPENSE</u>	<u>3rd QTR ACTUAL EXPENSE</u>	<u>4th QTR ACTUAL EXPENSE</u>	<u>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
04/02/04	Larry Wiget	AASB Legislative Fly-In	2/20-2/25/04	Juneau, AK	Estimate Actual	1424.60 1551.10				445.00 731.10 375.00	1106.10 375.00 0.00	Westmark Baranof Hotel Larry Wiget AASA	Lodging Reimbursement Registration	4P20632 Ck #231103 4P14551	03/06/04
04/02/04	Larry Wiget	Legislative Visits	2/2-2/5/04	Juneau, AK	Estimate Actual	1067.34 1031.20				315.50 715.70	715.70 0.00	Westmark Baranof Hotel Larry Wiget	Lodging Reimbursement	4P20632 Ck #231103	03/06/04
01/26/04	Larry Wiget	NSPRA Board Meeting/Great City Schools	3/17-3/24/04	Washington DC	Estimate Actual	1014.00 962.34				962.34	0.00	Larry Wiget	Reimbursement	Ck #233162	03/30/04
01/21/04	Larry Wiget	AASA Legislative Visits	3/15-3/16/04	Juneau, AK	Estimate Actual	665.70 910.20				99.00 561.20	811.20 250.00 0.00	Westmark Baranof Hotel Larry Wiget Pd to AASA	Lodging Reimbursement Registration	4P20632 Ck #233162 4P14551	03/20/04
03/31/04	Larry Wiget	AASB Legislative Fly-In	4/24-4/29/04	Juneau, AK	Estimate Actual	1125.00 1207.96				495.00 712.96	712.96 0.00	Westmark Baranof Hotel Larry Wiget	Lodging Reimbursement	4P20632 Ck #233713	05/11/04
						<u>5662.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5412.80</u>					

<b>SUMMARY</b>	
Adopted Budget	\$7,500.00
Expenditures & encumbrances:	
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	5,412.80
<b>BALANCE</b>	<b>\$2,087.20</b>

**SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING**

**100102-3600/3610**

Year-to-Date through June 30, 2004

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
2/6/04	Jeff Friedman	AASB Legislative Fly-In	2/22 - 2/25/04	Juneau	Estimate Actual	824.70 907.70			411.70 178.00 318.00		496.00 318.00 0.00	Amex Baranof Hotel Jeff Friedman	Aifare Lodging Reimbursement	Ck #227350 4P10831 Ck #228716	03/17/04
2/6/04	Crystal Kennedy	AASB Legislative Fly-In	2/22 - 2/24/04	Juneau	Estimate Actual	735.70 35.00			411.70	(376.70)	(376.70) 0.00	Amex Amex	Aifare Aifare Refund	Ck #227350 Ck #231236	Cancelled
2/6/04	Robert Macon	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	1438.70 1380.70			357.70 356.00 292.00		1023.00 667.00 375.00 0.00	Amex Baranof Hotel Macon Roberts AASB	Aifare Lodging Reimbursement Registration	Ck #227350 4P10831 Ck #228756 4P16246	03/08/04
2/6/04	Mary Marks	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	1063.70 1027.70			357.70 356.00 300.00 14.00		670.00 314.00 14.00 0.00	Amex Baranof Hotel Mary Marks Mary Marks	Aifare Lodging Travel Advance Reimbursement	Ck #227350 4P10831 Ck #226284 Ck #228731	03/08/04
2/6/04	Jake Metcalfe	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	1438.70 1353.34			357.70 356.00		995.64 639.64 375.00 0.00	Amex Baranof Hotel James Metcalfe AASB	Aifare Lodging Reimbursement Registration	Ck #227350 4P10831 Ck #229586 4P16246	03/24/04
2/6/04	Lorstt Nabong	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	1264.00 1213.70			357.70 356.00		856.00 500.00 300.00 0.00	Amex Baranof Hotel AASB Lorette Nabong	Aifare Lodging Registration Travel Advance	Ck #227350 4P10831 4P16246 Ck #226297	05/06/04
2/6/04	Paul Steele	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	791.00 766.00			85.00 356.00		681.00 325.00 0.00	Amex Baranof Hotel Tim Steele	Aifare Lodging Reimbursement	Ck #227350 4P10831 Ck #231559	03/25/04
2/6/04	John Steiner	AASB Legislative Fly-In	2/20 - 2/24/04	Juneau	Estimate Actual	1166.00 1126.20			35.00 356.00		1091.20 735.20 60.20 375.00 300.00 0.00	Amex Baranof Hotel Amex AASB John Steiner	Aifare Lodging Aifare Registration Reimbursement	Ck #227350 4P10831 Ck #231236 4P16246 Ck #233106	05/03/04
4/20/04	Crystal Kennedy	AASB Legislative Fly-In	4/24-4/27/04	Juneau	Estimate Actual	1452.70 1402.70				371.70 356.00 300.00	1031.00 675.00 375.00	Amex Baranof Hotel Crystal Kennedy	Aifare Lodging Reimbursement	Ck #234298 4P14909 Ck #233669	05/17/04
4/9/04	Mary Marks	AASB Legislative Fly-In	4/21-4/27/04	Juneau/Wash DC	Estimate Actual	2510.11 1454.19				1226.11 (894.92) 481.00	228.08 1123.00 642.00	Amex NSBA Mary Marks	Aifare Aifare Reimbursement Travel Advance	Ck #234298 RVS6254B Ck #230702	05/10/04
4/20/04	Tim Steele	AASB Legislative Fly-In	4/24-4/27/04	Juneau	Estimate Actual	1472.70 1422.70				391.70 300.00	1031.00 731.00	Amex Tim Steele	Aifare Reimbursement	Ck #234298 Ck #232536	05/03/04
	John Steiner Paul Steele	Cancelled Trip 02-03 Cancelled Trip 02-03							(200.00) (350.00)		0.00 0.00	Refund Refund	Registration Registration		
						<u>12089.93</u>	<u>0.00</u>	<u>0.00</u>	<u>5062.20</u>	<u>4729.73</u>					

<b>SUMMARY</b>	
Revised Budget	\$15,947.00
Expenditures & encumbrances:	
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	5,062.20
4th Quarter	4,729.73
<b>BALANCE</b>	<b>\$6,155.07</b>

**SCHOOL BOARD TRAVEL EXPENDITURES/CONFERENCES**

**100101-3600/3610**

Year-to-Date through June 30, 2004

<u>DATE RECEIVED</u>	<u>PARTICIPANT</u>	<u>DESCRIPTION</u>	<u>TRAVEL DATES</u>	<u>DESTINATION</u>		<u>AUTHORIZED TOTAL</u>	<u>1st QTR ACTUAL EXPENSE</u>	<u>2nd QTR ACTUAL EXPENSE</u>	<u>3rd QTR ACTUAL EXPENSE</u>	<u>4th QTR ACTUAL EXPENSE</u>	<u>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
08/01/03	James Metcalfe	Council Of Great City Schools	10/21 - 10/25/03	Chicago, IL	Estimate Actual	2080.00 1586.41	660.97				925.44 250.69 0.00	Amex First National Bank Jake Metcalfe	Airfare Lodging Reimbursement	Ck #217472 4P08887 Ck #224255	12/18/03
09/23/03	Crystal Kennedy	NSBA Conference On Technology	10/20 - 10/26/03	Anaheim, CA	Estimate Actual	2586.00 2568.38	600.00				1968.38 1531.98 0.00	NSBA Amex Crystal Kennedy	Registration Airfare Reimbursement	Ck #218948 Ck #220689 Ck #220929	10/30/03
02/02/04	Mary Marks	64th Annual NSBA Conference	3/25 - 3/30/04	Orlando, FL	Estimate Actual	2922.00 2445.56			520.41 870.00		1925.15 1055.15 1001.18 0.00	Amex NSBA Mary Marks Mary Marks	Airfare Registration Reimbursement Travel Advance	Ck #227350 4P11460 Ck #233674 Ck #227856	5/10/04
	Crystal Kennedy	AASB Winter Academy	Dec 2003		Actual	275.00			275.00		0.00	AASB	Registration	4P13795	N/A
10/29/03	Macon Roberts James Metcalfe Tim Steele Mary Marks	Alaskan Native Education Summit Alaskan Native Education Summit Alaskan Native Education Summit Alaskan Native Education Summit	11/3 - 11/4/03 11/3 - 11/4/03 11/3 - 11/4/03 11/3 - 11/4/03	Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK	Actual Actual Actual Actual	100.00 100.00 100.00 100.00		100.00 100.00 100.00 100.00			0.00 0.00 0.00 0.00	First Alaskans Institute First Alaskans Institute First Alaskans Institute First Alaskans Institute	Registration Registration Registration Registration	4P05611 4P05611 4P05611 4P05611	N/A
10/29/03	Macon Roberts Tim Steele Mary Marks Crystal Kennedy Jeff Friedman	Fall Boardmanship Academy Fall Boardmanship Academy Fall Boardmanship Academy Fall Boardmanship Academy Fall Boardmanship Academy			Actual Actual Actual Actual Actual	250.00 250.00 250.00 250.00 250.00		250.00 250.00 250.00 250.00 250.00			0.00 0.00 0.00 0.00 0.00	AASB AASB AASB AASB AASB	Registration Registration Registration Registration Registration	4P06078 4P06078 4P06078 4P06078 4P06078	N/A
03/09/04	James Metcalfe	Council Of Great City Schools	3/19-3/24/04	Washington, DC	Actual	1275.82				1275.82	0.00	Amex	Airfare	Ck #231236	Cancelled
05/12/04	Jeff Friedman	NSBA Cube 2004 Issues Seminar	6/24-6/28/04	Baltimore, MD	Estimate Actual	2099.93 1848.07				656.93 841.14	1191.14 350.00	Amex Jeff Friedman	Airfare Reimbursement	Ck #234298 Ck #237506	07/15/04
11/18/03	Macon Roberts Tim Steele Mary Marks Crystal Kennedy Jeff Friedman James Metcalfe John Steiner Larry Wiget Lorett Nabong	AASB Annual Conference AASB Annual Conference	Nov-03 Nov-03 Nov-03 Nov-03 Nov-03 Nov-03 Nov-03 Nov-03 Nov-03	Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK Anchorage, AK	Actual Actual Actual Actual Actual Actual Actual Actual Actual	415.00 415.00 415.00 565.00 415.00 415.00 415.00 415.00 415.00 200.00				415.00 415.00 415.00 565.00 415.00 415.00 415.00 415.00 415.00 200.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	AASB AASB AASB AASB AASB AASB AASB AASB AASB AASB	Registration Registration Registration Registration Registration Registration Registration Registration Registration Registration	4P14503 4P14503 4P14503 4P14503 4P14503 4P14503 4P14503 4P14503 4P14503 4P14503	04/09/04 04/09/04 04/09/04 04/09/04 04/09/04 04/09/04 04/09/04 04/09/04 04/09/04 04/09/04
						<u>15319.24</u>	<u>1260.97</u>	<u>4293.13</u>	<u>1916.10</u>	<u>7499.04</u>					

<b>SUMMARY</b>	
Revised Budget	\$19,065.00
Expenditures & encumbrances:	0.00
1st Quarter	1,260.97
2nd Quarter	4,293.13
3rd Quarter	1,916.10
4th Quarter	7,499.04
<b>BALANCE</b>	<b>\$4,095.76</b>

**SUPERINDENT'S TRAVEL EXPENDITURES**  
**100201-3600/3610**  
Year-to-Date through June 30, 2004

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	2nd QTR ACTUAL EXPENSE	3rd QTR ACTUAL EXPENSE	4th QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
4/25/03	Carol Comeau	Great City Schools Exec Committee Meeting	7/10 - 7/13/03	St Pual, MN	Estimate Actual	1534.50 1429.80	936.70 411.60				493.10 81.50	Amex First National Bank	Airfare Lodging	Ck #211155 4P03123	7/29/03
							56.81		24.69		24.69 (0.00)	Carol Comeau Carol Comeau	Reimbursement Reimbursement	Ck #216659 Ck #219433	
7/18/03	Carol Comeau	Ak Assoc. of School Admin Superintendents	8/12 - 8/13/03	Juneau, AK	Estimate Actual	639.00 698.58	406.50 170.00				292.08 122.08	Amex Carol Comeau First National Bank	Airfare Reimbursement Lodging	Ck #217472 Ck #216811 4P04670	8/14/03
8/14/04	Carol Comeau	Scholastic Reading Conference	9/17 - 9/21/03	New York, NY	Estimate Actual	300.00 364.52		178.03 127.52			186.49 58.97	Carol Comeau First National Bank	Reimbursement Telephone	Ck #223263 4P08888	11/21/03
											0.00	ASD	Refund from Carol	Personal Ck	
8/3/03	Carol Comeau	Great City Schools Conference	10/21 - 10/26/03	Chicago, IL	Estimate Actual	2078.97 2246.71	563.97		1386.74 296.00		1682.74 296.00	Amex First National Bank Carol Comeau	Airfare Lodging Reimbursement	Ck #217472 4P08887 Ck #223263	11/21/03
9/19/03	Carol Comeau	Fall Conference	10/3 - 10/4/03	Girdwood, AK	Actual	250.00	250.00				0.00	AASA	Registration	4P04206	N/A
10/29/03	Carol Comeau Jan Christensen	Alaskan Native Education Summit Alaskan Native Education Summit	11/3 - 11/4/03 11/3 - 11/4/03	Anchorage, AK Anchorage, AK	Actual Actual	100.00 100.00		100.00 100.00			0.00 0.00	First Alaskans Institute First Alaskans Institute	Registration Registration	4P05611 4P05611	N/A
1/8/04	Carol Comeau	AASA and AASB	2/18 - 2/24/04	SF / Juneau	Estimate Actual	2708.00 2499.01			618.48 35.00 (177.74)		1880.53 1845.53 2023.27	Amex Amex ASD	Airfare Airfare Refund from Carol	Ck #225896 Ck #227350 Personal Ck	03/09/04
									889.79 595.00		1133.48 538.48	First National First National	Lodging Registration	4P13791 4P10252	
										538.48	0.00	Amex	Airfare	Ck #231236	
1/8/04	Carol Comeau	NASSP	2/26 - 2/28/04	Orlando, FL	Estimate Actual	791.00 556.20			556.20		0.00	Amex	Airfare	Ck #225896	Cancelled
01/08/04	Carol Comeau	Council Of Great City Schools	3/19 - 3/24/04	Washington, DC	Estimate Actual	2056.00 2224.83			696.92		1527.91 231.85	Amex Carol Comeau First National	Airfare Reimbursement Lodging	Ck #225896 Ck #231724 4P16248	04/26/04
04/20/04	Carol Comeau	AASB Conference	4/23-4/25/04	Juneau, AK	Estimate Actual	710.00 731.02				202.32 197.00 331.70	528.70 331.70 0.00	First National Carol Comeau Amex	Lodging Reimbursement Airfare	4P17618 Ck #233649 Ck #234298	05/16/04
	Carol Comeau	AASA Meeting	8/9-8/10/04	Juneau, AK		100.00				100.00	0.00	AASA	Registration	4P20653	N/A
	Carol Comeau	Airlines Online Ticketed In Error							411.70		(411.70)	Amex	Airfare	Ck #225896	Awaiting Refund
						<u>11300.67</u>	<u>2917.66</u>	<u>2212.98</u>	<u>3625.35</u>	<u>2897.41</u>					

<b>SUMMARY</b>	
Revised Budget	\$11,722.00
Expenditures & encumbrances:	
1st Quarter	2,917.66
2nd Quarter	2,212.98
3rd Quarter	3,625.35
4th Quarter	2,897.41
<b>BALANCE</b>	<b>\$68.60</b>

**SUPERINDENT'S TRAVEL EXPENDITURES/SUPPORT STAFF**

**100202-3600/3610**

Year-to-Date through June 30, 2004

<u>DATE RECEIVED</u>	<u>PARTICIPANT</u>	<u>DESCRIPTION</u>	<u>TRAVEL DATES</u>	<u>DESTINATION</u>		<u>AUTHORIZED TOTAL</u>	<u>1st QTR ACTUAL EXPENSE</u>	<u>2nd QTR ACTUAL EXPENSE</u>	<u>3rd QTR ACTUAL EXPENSE</u>	<u>4th QTR ACTUAL EXPENSE</u>	<u>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
	Jan Christensen	AASA Meeting	8/9-8/10/04	Juneau, AK	Actual	100.00				100.00	0.00	AASA	Registration	4P20653	N/A
						<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>					

<b>SUMMARY</b>	
Revised Budget	\$278.00
Expenditures & encumbrances:	
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	100.00
<b>BALANCE</b>	<b>\$178.00</b>