

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #82 (2004-2005)

October 25, 2004

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: OUT-OF-DISTRICT TRAVEL - FIRST QUARTER REPORT
FY 2004-2005

PERTINENT FACTS:

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 2004-2005 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 51 District employees and School Board members who traveled during the first quarter of FY 2004-2005 on 55 trips for a total cost to the District of \$78,685.67.

<u>Funding Source</u>	<u># Board & Emp.</u>	<u># Trips</u>	<u>Travel Cost</u>	<u>Substitute Cost</u>
District	17	18	\$ 30,101.06	\$.00
Grants	27	27	48,584.61	.00
External/Self	<u>7</u>	<u>10</u>	<u>.00</u>	<u>.00</u>
	51	55	\$ 78,685.67	\$.00

Two School Board members attended one conference in Anchorage; and there were no out-of-district trips during the first quarter of FY 2004-2005. The Superintendent took one out-of-district trip and attended one conference in Anchorage during the first quarter of FY 2004-2005. 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	\$ 1,019.81	100101-3600/3610
School Board Legislative Lobbying	23,900	1,523.00	100102-3600/3610
Other Staff Travel:			
Legislative Lobbying	<u>7,500</u>	<u>1,365.36</u>	100103-3600/3610
	\$ 43,400	\$ 3,908.17	

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

Superintendent's Travel	\$ 7,500	\$ 2,043.05	100201-3600/3610
Superintendent's Support	\$ 4,500	\$.00	100202-3600/3610
Other Staff Travel [1]	\$ 17,334	\$.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/CONFERENCES

100101-3600/3610

Year-to-Date through Sept 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
08/18/04	James Metcalfe	Council Of Great City Schools	10/19 - 10/24/04	Las Vegas, NV	Estimate	1432.31	469.81	962.50	Amex	Airfare	Ck 239893	
09/09/04	Macon Roberts	Fall Boardmanship	9/11 - 9/12/04	Anchorage, AK	Actual	275.00	275.00	0.00	AASB	Registration	5P03858	N/A
09/09/04	Crystal Kennedy	Fall Boardmanship	9/11 - 9/12/04	Anchorage, AK	Actual	275.00	275.00	0.00	AASB	Registration	5P03858	N/A

1982.31 1019.81

SUMMARY	
Adopted Budget	\$12,000.00
Expenditures & encumbrances:	0.00
1st Quarter	1,019.81
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$10,980.19

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER LEGISLATIVE LOBBYING

100102-3600/3610

Year-to-Date through Sept 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
4/20/04	Crystal Kennedy	AASB Legislative Fly-In	4/24-4/27/04	Juneau	Actual	300.00	300.00	0.00	AASB	Registration	5P03238	05/17/04
4/9/04	Mary Marks	AASB Legislative Fly-In	4/21-4/27/04	Juneau/Wash DC	Actual	300.00	300.00	0.00	AASB	Registration	5P03238	05/10/04
4/20/04	Tim Steele	AASB Legislative Fly-In	4/24-4/27/04	Juneau	Actual	300.00	300.00	0.00	AASB	Registration	5P03238	05/03/04

900.00 900.00

SUMMARY	
Adopted Budget	\$23,900.00
Expenditures & encumbrances:	
1st Quarter	900.00
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$23,000.00

SCHOOL BOARD TRAVEL EXPENDITURES/OTHER STAFF LEGISLATIVE LOBBYING

100103-3600/3610

Year-to-Date through Sept 30, 2004

DATE RECEIVED	PARTICIPANT	DESCRIPTION	TRAVEL DATES	DESTINATION		AUTHORIZED TOTAL	1st QTR ACTUAL EXPENSE	REMAINING BALANCE	VENDOR NAME	DESCRIPTION	VOUCHER NUMBER	EXPENSE REPORT DATE
09/28/04	Larry Wiget	AASA Summer Conference	8/8 - 8/10/04	Juneau, AK	Actual	764.36	664.36 100.00	100.00 0.00	Larry Wiget Alaska Council	Reimbursement Registration	Ck #240775 Ck #239075	08/23/04
07/28/04	Larry Wiget	Summer Legislative Conference	8/19 - 8/20/04	Kenai, AK	Actual	301.00	256.00 45.00	45.00 0.00	Larry Wiget Larry Wiget	Reimbursement Reimbursement	Ck #240775 Ck #240775	08/25/04
03/31/04	Larry Wiget	AASB Legislative Fly-In	4/24-4/29/04	Juneau, AK	Actual	300.00	300.00	0.00	AASB	Registration	5P03238	05/11/04

300.00 1365.36

SUMMARY	
Adopted Budget	\$7,500.00
Expenditures & encumbrances:	
1st Quarter	1,365.36
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$6,134.64

SUPERINTENDENT'S TRAVEL EXPENDITURES
100201-3600/3610
Year-to-Date through Sept 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
7/1/04	Carol Comeau	AASA Conference	8/8 - 8/10/04	Juneau, AK	Actual	648.29	818.73 (420.49)	(170.44) 250.05	AMEX ASD	Airfare Airfare Reimbursement	Ck #239077 Ck 6793	8/19/04
8/20/04	Carol Comeau	AASA Conference	10/7 - 10/9/04	Ketchikan, AK	Estimate	1041.70	348.70 250.00	693.00 443.00	Amex	Airfare	Ck #241268	
8/18/04	Carol Comeau	Council Of Great City Schools	10/19 - 10/24/04	Las Vegas, NV	Estimate	1373.80	93.11	1280.69	Amex	Airfair +376.70 credit	Ck #239893	
8/20/04	Carol Comeau	CCSSO Conference	10/12 - 10/14/04	Portland, OR	Estimate	179.00						
9/28/04	Carol Comeau	Chief Executive Officer Safe Schools	10/16 - 10/18/04	Washington, DC	Estimate	179.00						
04/20/04	Carol Comeau	AASB Conference	4/23-4/25/04	Juneau, AK	Actual	200.00	200.00	0.00	AASB	Registration	5P03238	
	Carol Comeau	Spring Boardmanship			Actual	175.00	175.00	0.00	AASB	Registration	5P03238	
7/19/04	Carol Comeau	What You Need To Know About Public Records	9/22/2004	Anchorage, AK	Actual	289.00	289.00	0.00	Lorman Education	Registration	5P02714	
7/19/04	Mary Kay Sambo	What You Need To Know About Public Records	9/22/2004	Anchorage, AK	Actual	289.00	289.00	0.00	Lorman Education	Registration	5P02714	

4374.79 2043.05

SUMMARY	
Adopted Budget	\$7,500.00
Expenditures & encumbrances:	
1st Quarter	2,043.05
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$5,456.95

SUPERINTENDENT'S TRAVEL EXPENDITURES/SUPPORT STAFF

100202-3600/3610

Year-to-Date through Sept 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>REMAINING BALANCE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>VOUCHER NUMBER</u>	<u>EXPENSE REPORT DATE</u>
----------------------	--------------------	--------------------	---------------------	--------------------	-------------------------	-------------------------------	--------------------------	--------------------	--------------------	-----------------------	----------------------------

0.00 0.00

SUMMARY	
Adopted Budget	\$4,500.00
Expenditures & encumbrances:	
1st Quarter	0.00
2nd Quarter	0.00
3rd Quarter	0.00
4th Quarter	0.00
BALANCE	\$4,500.00