

4.4 Approval of 2024 Quarter Two Board and Management Travel Expense Report



The State Bar of California

OPEN SESSION

AGENDA ITEM

4.4 SEPTEMBER 2024

AUDIT COMMITTEE

DATE: September 9, 2024

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2024 Quarter Two Board and Management Travel Expense Report

EXECUTIVE SUMMARY

To increase transparency and to ensure public confidence in the operations of the State Bar at all levels, the Audit Committee is responsible for reviewing quarterly reports prepared by the Office of Finance on travel and business expenditures of senior management and members of the Board of Trustees. This item will be considered for approval by the Board of Trustees at its September 2024 meeting.

BACKGROUND

In 2015, the Audit Committee Charter was amended to provide oversight to monitor the travel and other business expenses for the senior executives and Board members. The attached reports are expenses incurred from April to June 2024.

DISCUSSION

None

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – compliance

RESOLUTIONS

Should the Audit Committee concur it is:

RESOLVED, that the Audit Committee recommends that the Board of Trustees approve the second quarter of 2024 Board and management travel expense report in the form presented this day, for the three months ended June 30, 2024.

Should the Board of Trustees concur it is:

RESOLVED, that the Board of Trustees, upon recommendation of the Audit Committee, approves the second quarter of 2024 Board and management travel expense report in the form presented this day, for the three months ended June 30, 2024.

ATTACHMENTS LIST

- A. 2024 Q2 Executive/Board of Trustee Travel Expense
- B. 2024 Q2 Senior Executive Pcard Travel Expense
- C. 2024 Q2 Executive/Board of Trustee Direct-Bill Travel Expense

2024 Q2 Executive/ Board of Trustee Travel Expense

Reporting Period 04/01/2024-06/30/2024.

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc	Total
EXEC	Davtyan,Ellin	5/2/2024	5/2/2024	Uber From SF Office to Airport - working with OGC Team		\$52.91			\$52.91
EXEC	Doherty,Erika	5/9/2024	5/10/2024	Parking at OAK airport for COPRAC Meeting 5/10/2024		\$46.00			\$46.00
EXEC	Doherty,Erika	5/9/2024	5/10/2024	Lunch- COPRAC Meeting 5/10/2024			\$19.00		\$19.00
EXEC	Doherty,Erika	5/9/2024	5/10/2024	Travel to OAK airport from home for COPRAC Meeting 5/10/2024		\$12.19			\$12.19
EXEC	Doherty,Erika	5/9/2024	5/10/2024	Travel from BUR airport to LA office for me and Angela Marlaud for COPRAC Meeting 5/10/2024		\$49.96			\$49.96
EXEC	Doherty,Erika	5/9/2024	5/10/2024	Dinner- COPRAC Meeting 5/10/2024			\$35.00		\$35.00
EXEC	Doherty,Erika	5/10/2024	5/10/2024	Breakfast during travel for COPRAC Meeting 5/10/2024			\$17.00		\$17.00
EXEC	Doherty,Erika	5/10/2024	5/10/2024	Hotel near LA office for COPRAC Meeting 5/10/2024	\$226.62				\$226.62
EXEC	Doherty,Erika	5/10/2024	5/10/2024	Travel from OAK to home for COPRAC meeting 5/10/2024		\$12.19			\$12.19
EXEC	Doherty,Erika	5/10/2024	5/10/2024	Travel from LA office to BUR airport for me and Angela Marlaud for COPRAC Meeting 5/10/2024		\$53.90			\$53.90
EXEC	Hom,Elizabeth	4/17/2024	4/20/2024	Lunch- LA OA&I Staff Meetings			\$38.00		\$38.00
EXEC	Hom,Elizabeth	4/17/2024	4/20/2024	Breakfast- LA OA&I Staff Meetings			\$34.00		\$34.00
EXEC	Hom,Elizabeth	4/17/2024	4/20/2024	Dinner- LA OA&I Staff Meetings			\$105.00		\$105.00
EXEC	Hom,Elizabeth	4/17/2024	4/20/2024	Incidentals- LA OA&I Staff Meetings				\$20.00	\$20.00
EXEC	Hom,Elizabeth	5/7/2024	5/11/2024	Incidentals- Equal Justice Conference May 2024				\$25.00	\$25.00
EXEC	Hom,Elizabeth	5/7/2024	5/11/2024	Lunch- Equal Justice Conference May 2024			\$38.00		\$38.00
EXEC	Hom,Elizabeth	5/7/2024	5/11/2024	Dinner- Equal Justice Conference May 2024			\$140.00		\$140.00
EXEC	Hom,Elizabeth	5/7/2024	5/11/2024	Breakfast- Equal Justice Conference May 2024			\$34.00		\$34.00
EXEC	Hom,Elizabeth	5/11/2024	5/11/2024	Lunch- Equal Justice Conference May 2024			\$19.00		\$19.00
EXEC	Jagard,Christopher	4/12/2024	4/30/2024	Flight from OAK to LAX, 4/26/24. In LA office 4/29/24-4/30/24 (Team and Staff Mtgs)		\$139.98			\$139.98
EXEC	Jagard,Christopher	4/12/2024	4/30/2024	Flight from BUR to OAK, 4/30/24, In LA office 4/29/24-4/30/24 (for Team and Staff Mtgs)		\$114.98			\$114.98
EXEC	Jagard,Christopher	4/29/2024	4/30/2024	Dinner- travel for LA office for team and staff meetings			\$35.00		\$35.00
EXEC	Jagard,Christopher	4/29/2024	4/30/2024	Laz Parking - Daily Parking (Oakland Airport). Dates: 4/29/24-4/30/24		\$52.00			\$52.00
EXEC	Jagard,Christopher	4/29/2024	4/30/2024	Incidentals- Travel to LA office for team and staff meetings				\$10.00	\$10.00
EXEC	Jagard,Christopher	4/30/2024	4/30/2024	Dinner- travel for LA office for team and staff meetings			\$35.00		\$35.00
EXEC	Jagard,Christopher	4/30/2024	4/30/2024	Lunch- Travel to LA office for team and staff meetings			\$19.00		\$19.00
EXEC	Jagard,Christopher	4/30/2024	4/30/2024	Uber from LA office to Burbank Airport 4/30/24		\$65.68			\$65.68
EXEC	Malaowala,Tara	6/26/2024	6/28/2024	Lunch during June LA office visit			\$57.00		\$57.00

EXEC	Malaowala,Tara	6/26/2024	6/28/2024	Dinner during June LA office visit	\$70.00	\$70.00
EXEC	Malaowala,Tara	6/26/2024	6/28/2024	Incidentals during June LA office visit	\$15.00	\$15.00
EXEC	Malaowala,Tara	6/27/2024	6/28/2024	Breakfast during June LA office visit	\$34.00	\$34.00
EXEC	Nunez,Amy	4/17/2024	4/20/2024	Breakfast- Staff Mettings and CBE in LA April 2024	\$68.00	\$68.00
EXEC	Nunez,Amy	4/17/2024	4/20/2024	Lunch-Staff Mettings and CBE in LA April 2024	\$76.00	\$76.00
EXEC	Nunez,Amy	4/17/2024	4/20/2024	Dinner- Staff Mettings and CBE in LA April 2024	\$140.00	\$140.00
EXEC	Nunez,Amy	4/17/2024	4/20/2024	Incidentals-Staff Mettings and CBE in LA April 2024	\$20.00	\$20.00
EXEC	Nunez,Amy	4/20/2024	4/20/2024	Mileage-Staff Mettings and CBE in LA April 2024	\$172.19	\$172.19
EXEC	Nunez,Amy	5/1/2024	5/1/2024	Mileage reimbursement for LA team to site visit in Oakland and San Francisco	\$28.81	\$28.81
EXEC	Nunez,Amy	5/1/2024	5/1/2024	Toll Oakland to San Francisco during LA Team site visit	\$7.00	\$7.00
EXEC	Wilson, Leah	1/16/2024	1/16/2024	Flight for January 2024 Board of Trustee Meeting	\$409.97	\$409.97
					Total	\$2,547

Combined Travel Expense total	
Executive and Board Travel	\$2,547
Executive Pcard	\$7,276
Direct Bill	\$1,349
Total Q2 2024	<u>\$11,172</u>

2024 Q2 Executive Pcard Travel Expense

Reporting Period 04/01/2024-06/30/2024

GRP	Card Holder Name	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
BOT	Alfredo Hernandez	4/30/24	4/9/24	-\$69.00	HYATT HOTELS	Melanie Shelby - March BOT Meeting Hotel Tax Reimbursement	56140	Credit
BOT	Alfredo Hernandez	4/30/24	4/9/24	-\$69.00	HYATT HOTELS	Ray Buenaventura - March BOT Meeting Hotel Tax Reimbursement	56140	Credit
BOT	Alfredo Hernandez	5/31/24	5/7/24	\$175.00	NINE3ONE COWORKING	May BOT Meeting Coworking Space - Patricia Barahona Day 1 5.31.24	56140	Debit
BOT	Alfredo Hernandez	5/31/24	5/7/24	\$125.00	NINE3ONE COWORKING	May BOT Meeting Coworking Space - Patricia Barahona Day 1 part 2 5.16.24	56140	Debit
BOT	Alfredo Hernandez	5/31/24	5/8/24	\$416.00	WWW.WEWORK.COM	May BOT Meeting Coworking Space - Genaro Trejo 5.16.24	56140	Debit
Exec	Amy Nunez	4/30/24	4/18/24	\$58.58	SQ *RIDEYELLOW	Transportation for LA office meetings	56110	Debit
Exec	Amy Nunez	4/30/24	4/22/24	\$925.90	IC LOS ANGELES DOWNTOWN	Hotel (\$687.09) & Parking (135.35) for LA office meetings; Personal food - will reimburse \$103.46. Reimbursement received and deposited July 2024.	56110	Debit
Exec	Amy Nunez	5/31/24	5/3/24	\$5.88	MTA METER PRT PBP	Parking- Site visits at Golden Gate University and Oakland convention Center for CA Bar Exam	56150	Debit
Exec	Amy Nunez	5/31/24	5/3/24	\$37.00	TSYS	Parking- Site visits at Golden Gate University and Oakland convention Center for CA Bar Exam	56150	Debit
Exec	Amy Nunez	6/28/24	6/26/24	\$1,047.65	INDIGO LA DOWNTOWN	Hotel stay for CBX MCQ Rev Panel Meeting; personal charge of \$42.05 check to be submitted to State Bar of California - Repayment check received.	56110	Debit
Exec	Christopher Jagard	5/31/24	5/2/24	\$192.00	INDIGO LA DOWNTOWN	Hotel for travel to LA for team and staff meetings 4/29/2024-4/30/2024	56110	Debit
Exec	Doan Nguyen	6/28/24	6/20/24	\$36.00	CONVENTION CENTER	Parking for Northern California Grantmakers Conference in Oakland		Debit
Exec	Elizabeth Hom	4/30/24	4/18/24	\$54.11	LYFT *RIDE WED 4AM	Travel from Home to SFO For LA OA&I Staff meetings	56110	Debit
Exec	Elizabeth Hom	4/30/24	4/18/24	\$65.68	LYFT *RIDE WED 7AM	Travel from LAX to LA Office for OA&I Staff meetings	56110	Debit
Exec	Elizabeth Hom	4/30/24	4/22/24	\$61.62	LYFT *RIDE SUN 2PM	Transportation from SFO to Home- JNE Meetings	56110	Debit
Exec	Elizabeth Hom	5/31/24	5/8/24	\$53.90	LYFT *RIDE TUE 4AM	rideshare from home to SFO for travel to Equal Justice Conference	56110	Debit
Exec	Elizabeth Hom	5/31/24	5/8/24	\$64.58	LYFT *RIDE TUE 4PM	rideshare from DTW airport to hotel for travel to Equal Justice Conference	56110	Debit
Exec	Elizabeth Hom	5/31/24	5/13/24	\$55.18	LYFT *RIDE SAT 11AM	Ride share from Equal Justice conference hotel to airport with A. O'Hara.	56110	Debit
Exec	Elizabeth Hom	5/31/24	5/13/24	\$64.59	LYFT *RIDE SAT 3PM	Rideshare airport to home for travel to Equal Justice Conference	56110	Debit
Exec	Elizabeth Hom	5/31/24	5/13/24	\$1,260.40	MARRIOTT DETROIT DTOWN	Hotel- Equal Justice Conference	56806	Debit
Exec	Elizabeth Hom	5/31/24	5/16/24	\$32.00	TSYS	Parking for Practising Law Institute Training Advisory Group meeting	56110	Debit
Exec	Elizabeth Hom	6/28/24	6/20/24	\$36.00	CONVENTION CENTER OAKLAND	Parking for Northern California Grantmakers Conference in Oakland	56110	Debit
Exec	Elizabeth Hom	6/28/24	6/28/24	\$55.48	LYFT RIDE THU 4AM	Travel home to SFO for Diversity Summit/COAF meeting in LA	56110	Debit
Exec	Elizabeth Hom	6/28/24	6/28/24	\$67.06	LYFT RIDE THU 7AM	Travel LAX to office for Diversity Summit/COAF meeting in LA	56110	Debit
Exec	Ellin Davtyan	5/31/24	5/6/24	-\$28.85	IC MARK HOPKINS	Mark Hopkins issues a room rebate of 28.85 working from SF Office with OGC team	56110	Credit
Exec	Ellin Davtyan	5/31/24	5/6/24	\$240.50	IC MARK HOPKINS	Hotel stay while working from San Francisco Office with OGC Team	56110	Debit
Exec	Ellin Davtyan	5/31/24	5/6/24	\$16.29	IC MARK HOPKINS	Personal food charge during hotel stay while working from San Francisco office - to be reimbursed to State Bar by Employee . Repayment check received.	52150	Debit
Exec	Leah Wilson	3/13/2024	3/29/2024	\$379.96	SOUTHWES	Flight for March BOT Meeting	56110	Debit
Exec	Leah Wilson	3/25/2024	3/29/2024	\$126.72	MARRIOTTJW L.A.LIVE FD	Lodging March BOT Meeting	56110	Debit
Exec	Leah Wilson	4/30/24	4/26/24	\$264.96	SOUTHWES	Flight- May BOT Meeting	56110	Debit

Exec	Leah Wilson	5/31/24	5/2/24	\$22.50	CITYOFSAC_PARKNGGARAGE	Parking fare for Sacramento travel regarding the fee bill hearing	56110	Debit
Exec	Louisa Ayrapetyan	3/20/2024	3/29/2024	\$778.29	MARRIOTTJW L.A.LIVE FD	Lodging for Leah Wilson, March BOT Meeting	56110	Debit
Exec	Michelle Cramton	6/5/2024	6/28/2024	\$138.32	MGM GRAND - ADV DEP	MGM Grand Hotel Stay for E-Courts Conference - deposit paid (remaining balance due at check-in)	56110	Debit
Exec	Michelle Cramton	6/13/2024	6/28/2024	\$83.62	SOUTHWES	Roundtrip flight from BUR to LAS for E-courts conference	56110	Debit
Exec	Tara Malaowala	4/30/24	4/24/24	\$240.95	SOUTHWES	Flight for LA Office visit	56110	Debit
Exec	Tara Malaowala	6/28/24	6/19/24	\$191.97	SOUTHWES	Flight from OAK to BUR for August CBE Meeting in LA	56110	Debit
Exec	Tara Malaowala	6/28/24	6/27/24	\$69.07	UBER TRIP	Uber To OAK airport for flight to LA for LA Office Visit	56110	Debit
				Total Debit	\$7,443			
				Total Credit	(\$167)			
				Total	\$7,276			

2024 Q2 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 04/01/2024-6/30/2024

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
BOT	Davtyan/Ellin	41090	04/18/2024	04/30/2024	Alaska Airlines	BURSFOBUR	\$476.20	56110 EXEC Travel	Working from San Francisco office with OGC Team	
EXEC	Ellis/Mia Rashaun	43459	04/20/2024	05/28/2024	Southwest Airlines	ONTOAKONT	\$164.88	56110 EXEC Travel	San Francisco division meeting	
EXEC	Hom/Elizabeth A	44891	04/23/2024	05/07/2024	Delta Air Lines	SFOMSPDTWSF	\$707.71	56110 EXEC Travel	Equal Justice Conference	
EXEC	Hom/Elizabeth A	75860	05/29/2024	06/27/2024	Southwest Airlines	SFO/LAX/BUR/O	\$247.52	56110 EXEC Travel	Diversity Summit/ COAF Meeting in LA	
EXEC	Hounanian/Cody Alain	88932	06/17/2024	07/03/2024	Southwest Airlines	BUR/OAK	\$276.98	56110 EXEC Travel	Team Meetings in San Francisco; Postponed to 7/17-18/2024	
EXEC	Huser/Mary	94515	06/24/2024	07/18/2024	United Airlines	SFO/LAX	\$276.72	56140 BOT Travel	July 2024 Board Meeting	
EXEC	Jagard/Christopher Gary	28798	04/04/2024	04/29/2024	Southwest Airlines	OAKBUROAK	\$153.47	56110 EXEC Travel	Team and staff meetings in LA	
EXEC	Nunez/Amy Carmen	28331	04/04/2024	04/17/2024	Southwest Airlines	SFOLAX	\$77.69	56110 EXEC Travel	LA Office Meetings	
Total							\$1,349			