



The State Bar of California

OPEN SESSION AGENDA ITEM 54-181 NOVEMBER 2020 AUDIT COMMITTEE II.A

DATE: November 17, 2020

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Kevin Harper, Interim Chief Financial Officer

SUBJECT: 3rd Quarter 2020 Board and Management Travel Expenses

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 meeting in November 2020.

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 July to September 2020.

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: 3. Improve the fiscal and operational management of the State Bar, emphasizing integrity, transparency, accountability, and excellence.

RECOMMENDATIONS

Should the Audit Committee concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Audit Committee recommends that the Board of Trustees approve the third quarter of 2020 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ending September 30, 2020, as certified by the Interim Chief Financial Officer, and on file with the San Francisco office of the State Bar.

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees, upon recommendation of the Audit Committee approve the third quarter of 2020 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ending September 30, 2020, as certified by the Interim Chief Financial Officer, and on file with the San Francisco office of the State Bar.

ATTACHMENT(S) LIST

- A.** 2020 Q3 Senior Executive Pcard Travel Expense
- B.** 2020 Q3 Executive/Board of Trustee Direct-Bill Travel Expense

2020 Q3 Senior Executive Pcard Travel Expense

7/01/20 to 09/30/20, Posted. Travel Account Only

Report Date: 11/12/2020

GRP	Cardholder	Transaction	Trans Date	Post Date	Amount	Vendor	Description	Category	Account	Debit/C redit
SET	MIA ELLIS	M801074806	29-Jun-20	1-Jul-20	\$ 101.20	LA QUINTA INN & SUITES	Hotel stay for employee to attend court appearance in Fresno.	Lodging Hotels Motels Resort	6110 40510	D
SET	MIA ELLIS	M801150235	29-Jun-20	1-Jul-20	\$ 101.20	LA QUINTA INN & SUITES	Hotel stay for employee to attend court appearance in Fresno.	Lodging Hotels Motels Resort	6110 40510	D
SET	MIA ELLIS	M801150236	29-Jun-20	1-Jul-20	\$ 101.20	LA QUINTA INN & SUITES	Hotel stay for employee to attend court appearance in Fresno.	Lodging Hotels Motels Resort	6110 40510	D
SET	MIA ELLIS	M801150237	29-Jun-20	1-Jul-20	\$ 101.20	LA QUINTA INN & SUITES	Hotel stay for employee to attend court appearance in Fresno.	Lodging Hotels Motels Resort	6110 40510	D
SET	MIA ELLIS	M801150238	29-Jun-20	1-Jul-20	\$ 101.20	LA QUINTA INN & SUITES	Hotel stay for employee to attend court appearance in Fresno.	Lodging Hotels Motels Resort	6110 40510	D

2020 Q3 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 7/1/20 to 9/30/20, Issued. TravelStore Activity Only

Report Date: 10/22/2020

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account
EXEC	Malaowala/Tara Midori	1619492221COUNT	09/23/2020	10/05/2020	Enterprise Rent-A-Car	OAK	\$144.24	8319
EXEC	Malaowala/Tara Midori	83102815	09/25/2020	10/03/2020	Sheraton Mission Valley San Diego	SAN	\$445.00	8319
EXEC	Malaowala/Tara Midori	1070005899COU	09/25/2020	10/03/2020	Enterprise Rent-A-Car	SAN	\$144.24	8319
EXEC	Malaowala/Tara Midori	2324344115	09/25/2020	10/03/2020	SOUTHWEST AIRLINES	OAK/SAN/OAK	\$163.62	8319