



The State Bar of California

OPEN SESSION AGENDA ITEM 54-181 MARCH 2021

DATE: March 18, 2021

TO: Members, Board of Trustees

FROM: Wallace Tang, Chief Financial Officer

SUBJECT: Q4 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. Since the Audit Committee did not hold a meeting this month, this item is being presented to the full Board of Trustees for approval at its March 2021 meeting. There was no direct-bill travel expense in the fourth quarter of 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 October to December 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: None - core business operations

RECOMMENDATIONS

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

RESOLVED, that the Board of Trustees approve the fourth quarter of 2020 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ended December 31, 2020, as certified by the Chief Financial Officer, and on file with the San Francisco office of the State Bar.

ATTACHMENT(S) LIST

- A.** 2020 Q4 Executive/Board of Trustee Travel Expense
- B.** 2020 Q4 Senior Executive Pcard Travel Expense

2020 Q4 Executive/Board of Trustee Travel Expense

Reporting Period: 10/1/20 to 12/31/20, Reimbursed. Expense Report Reimbursement Only

Report Date: 3/10/2021

GRP	Name	Travel Week	Received	Description	Lodging	Transport	Meals	Misc.	Total	Account
EXEC	Malaowala, Tara	10/5/20	10/8/20	ER0043472231 - Oct CBX 2020		\$ 6.00	\$ 223.00	\$ 6.00	\$ 235.00	8319
EXEC	Campbell, Tammy	10/5/20	10/4/20	ER0043470345 - Oct CBX 2020		\$ 75.90			\$ 75.90	8312
EXEC	Mazer, Steven	10/5/20	10/6/20	ER0043473370 - Oct CBX 2020		\$ 189.71			\$ 189.71	5110

2020 Q4 Senior Executive Pcard Travel Expense

9/1/20 to 12/31/20, Posted. Travel Account Only

Report Date: 3/10/2021

GRP	Cardholder	Transaction	Trans Date	Post Date	Amount	Vendor	Description	Category	Account		Debit/ Credit
SET	Malaowala, Tara	M815063869	6-Oct-20	8-Oct-20	\$ 8.00	SHERATON SAN DIEGO	Charged in error	Lodging Hotels Motels Resort	8319	56110	D
SET	Malaowala, Tara	M815155827	8-Oct-20	9-Oct-20	\$ 23.61	UBER TRIP	Ride related to October Bar Exam	Limousine and Taxicabs	8319	56110	D
SET	Malaowala, Tara	M815406481	8-Oct-20	12-Oct-20	\$ 2.00	LAZ PKG OAKLAND	Parking expense related to October Bar Exam	Automobile Parking Lots	8319	56110	D
SET	Malaowala, Tara	M815570911	9-Oct-20	12-Oct-20	\$ 8.00	SHERATON SAN DIEGO	Credit to the charge in error	Lodging Hotels Motels Resort	8319	56110	C
SET	Malaowala, Tara	M819530980	28-Oct-20	6-Nov-20	\$ 445.00	SHERATON SAN DIEGO	Hotel Room for October Bar Exam	Lodging Hotels Motels Resort	8319	56110	D