



The State Bar of California

OPEN SESSION

AGENDA ITEM

54-181 MAY 2021

AUDIT COMMITTEE II.A

DATE: May 13, 2021

**TO: Members, Finance Committee
Members, Board of Trustees**

FROM: Wallace Tang, Chief Financial Officer

SUBJECT: Q1 2021 Approval of 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 May 2021 meeting. There was no direct-bill travel expense in the first quarter of 2021.

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 January to March 2021.

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES OF THE STATE BAR

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

None - core business operations

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 first quarter of 2021 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ended March 31, 2021, as certified by the 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 approve the first quarter of 2021 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ended March 31, 2021, as certified by the Chief Financial Officer, and on file with the San Francisco office of the State Bar.

ATTACHMENT(S) LIST

- A.** 2021 Q1 Executive/Board of Trustee Travel Expense
- B.** 2021 Q1 Senior Executive Pcard Travel Expense

2021 Q1 Executive/Board of Trustee Travel Expense

Reporting Period: 1/1/2021 to 3/31/2021, Reimbursed. Expense Report Reimbursement Only

Report Date: 4/23/2021

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total	ACCOUNT
EXEC	Campbell, Tammy	2/21/2021	2/22/2021	ER0067852090 - Feb CBX 2021: Delivery of supplies to February 2021 Doubletree Orange Bar exam test center		\$34.61			\$34.61	56110
EXEC	Malaowala, Tara	2/21/2021	2/24/2021	ER0065032620 - Feb CBX 2021: Tolls traveling to CBX		\$12.00			\$12.00	56110
EXEC	Malaowala, Tara	2/21/2021	2/24/2021	ER0065032620 - Feb CBX 2021: Tolls traveling to CBX		\$12.00			\$12.00	56110

2021 Q1 Senior Executive Pcard Travel Expense

Reporting Period: 1/1/2021 to 3/31/2021, Posted. Travel Account Only

Report Date: 4/23/2021

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/ Credit
SET	Clark, Tara	44252	44253	\$82.05	ENTERPRISE RENT-A-CAR	Rental car for transportation to Bar Exam	20019 56110	D
SET	Clark, Tara	44251	44252	\$54.45	CHEVRON 0090222	Fuel for rental car for transportation to Bar Exam	20019 56110	D