



The State Bar of California

OPEN SESSION

AGENDA ITEM

54-181 SEPTEMBER 2021

AUDIT COMMITTEE II.A

DATE: September 23, 2021

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Wallace Tang, Chief Financial Officer

SUBJECT: Approval of 2021 Q2 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 2021 meeting. There was no direct-bill travel expense in the second quarter of 2021.

BACKGROUND

In 2015, the Audit Committee Charter was amended to provide oversight to monitor the travel and other business expenses for senior executives and Board members. The attached reports are expenses incurred from April to June 2021.

DISCUSSION

None

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES

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 second quarter of 2021 Board and management travel expenses in the form presented this day before the Board, for the three months ended June 30, 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 second quarter of 2021 Board and management travel expenses in the form presented this day before the Board, for the three months ended June 30, 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 Second Quarter Executive and Board of Trustee Travel Expense
- B.** 2021 Second Quarter Senior Executive Pcard Travel Expense

2021 Q2 Executive/Board of Trustee Travel Expense

Reporting Period: 4/1/2021 to 6/30/2021, Reimbursed. Expense Report Reimbursement Only

Report Date: 8/27/2021

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total	Account
EXEC	Salim,Reshid	6/8/2021	6/9/2021	Lunch reimbursement for Lunch 6/8/2021			\$ 11.00		\$ 11.00	56110
EXEC	Salim,Reshid	6/8/2021	6/9/2021	Breakfast reimbursement for 6/8/2021			\$ 7.00		\$ 7.00	56110
EXEC	Salim,Reshid	6/8/2021	6/9/2021	Dinner reimbursement for 6/8/2021			\$ 23.00		\$ 23.00	56110

2021 Q2 Senior Executive Pcard Travel Expense

Reporting Period: 4/1/2021 to 6/30/2021, Posted. Travel Account Only

Report Date: 8/27/2021

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/ Credit
EXEC	Ray Salim	5/26/2021	5/28/2021	\$ 237.95	SOUTHWEST	Day trip to SF Office, 6/8/21 for Jennifer Garcia	56110	D
EXEC	Ray Salim	5/26/2021	5/28/2021	\$ 237.95	SOUTHWEST	Day trip to SF Office, 6/8/21	56110	D
EXEC	Hatem Khalek	5/26/2021	5/27/2021	\$ 98.40	AMERICAN AIR	Airfare for Hatem Khalek From LAX to SFO	56110	D
EXEC	Hatem Khalek	5/26/2021	5/27/2021	\$ 98.40	AMERICAN AIR	Airfare for Susan Brooker From LAX to SFO	56110	D
	Hatem Khalek					Airfare for Susan Brooker and Hatem Khalek		
EXEC		5/26/2021	5/28/2021	\$ 266.80	JETBLUE	from San Francisco to LAX	56110	D
EXEC	Dag MacLeod	6/23/2021	6/28/2021	\$ 9.00	SOUTHWEST	Change of flight to attend July BoT meeting.	56110	D
EXEC	Dag MacLeod	6/23/2021	6/28/2021	\$ 206.96	SOUTHWEST	Flight to attend July BoT meeting	56110	D
EXEC	Ray Salim	6/9/2021	6/9/2021	\$ 55.99	LYFT RIDE TUE 6PM	Lyft SF Trip June 8 2021 PM	56110	D
EXEC	Ray Salim	6/9/2021	6/9/2021	\$ 36.99	LYFT RIDE TUE 9AM	Lyft SF Trip June 8 2021-2 AM	56110	D
EXEC	Ray Salim	6/9/2021	6/9/2021	\$ 4.00	LYFT INCREASE TIP	Lyft Tip-SF Trip June 8 2021 AM	56110	D
EXEC	Ray Salim	6/9/2021	6/10/2021	\$ 19.00	V.S.P. PARKING BURBANK	VSP PARKING-SF trip June 8 2021	56110	D
						Transportation to Board of Trustees meeting in		
EXEC	Vanessa Holton	6/18/2021	6/21/2021	\$ 46.00	AMTRAK.COM	LA - 7/21/2021	56110	D
EXEC	Wallace Tang	6/24/2021	6/25/2021	\$ 218.80	AMERICAN AIR	SFO-LAX flight receipt for July BOT mtg - Wallace	56110	D
EXEC	Tammy Campbell	6/23/2021	6/24/2021	\$ 105.00	CORNER BAKERY	Staff lunch for June 2021 First-Year Law Students	56110	D
EXEC	Hatem Khalek	6/9/2021	6/9/2021	\$ 6.88	UBER TRIP	Uber Tip for trip.	56110	D
EXEC	Hatem Khalek	6/9/2021	6/9/2021	\$ 40.89	UBER TRIP	Uber fare from Airport to office in SF	56110	D
						Airport parking for the day. Machine did not		
EXEC	Hatem Khalek	6/8/2021	6/9/2021	\$ 40.00	LAX AIRPORT LOT P 6	dispense receipt, attendant could not fix it.	56110	D
						Uber fare from Office to Airport in SF for Hatem,		
EXEC	Hatem Khalek	6/9/2021	6/9/2021	\$ 80.22	UBER TRIP	Susan Brooker, and Rick Rankin	56110	D