



# The State Bar of California

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## **OPEN SESSION**

### **AGENDA ITEM**

**54-181 NOVEMBER 2021**

### **AUDIT COMMITTEE II.A**

**DATE:** November 18, 2021

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

**FROM:** Aracely Montoya-Chico, Chief Financial Officer

**SUBJECT:** Approval of 2021 Q3 Board and Management Travel Expense Report

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## **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 November 2021 meeting.

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## **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 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 third quarter of 2021 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ended September 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 third quarter of 2021 Board and Management Travel Expenses in the form presented this day before the Board, for the three months ended September 30, 2021, as certified by the chief financial officer, and on file with the San Francisco office of the State Bar.

## **ATTACHMENTS LIST**

- A.** 2021 Q3 Executive/Board of Trustee Travel Expense
- B.** 2021 Q3 Senior Executive Pcard Travel Expense
- C.** 2021 Q3 Executive/Board of Trustee Direct-Bill Travel Expense

## 2021 Q3 Executive/Board of Trustee Travel Expense

Reporting Period: 7/1/2021 to 9/30/2021, Reimbursed. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Ayinaparthi,Srinivasa	7/14/2021	7/15/2021	Per Diem Meal for Travel to LA for 2 days			\$ 22.00		\$ 22.00
EXEC	Ayinaparthi,Srinivasa	7/14/2021	7/15/2021	JW Marriott Los Angeles L.A.	\$ 120.00				\$ 120.00
EXEC	Ayinaparthi,Srinivasa	7/14/2021	7/15/2021	Per Diem Meal for Travel to LA			\$ 23.00		\$ 23.00
EXEC	Ayinaparthi,Srinivasa	7/13/2021	7/15/2021	San Jose Airport Parking				\$ 48.00	\$ 48.00
EXEC	Ayinaparthi,Srinivasa	7/15/2021	7/15/2021	LA office to Burbank Airport		\$ 32.88			\$ 32.88
EXEC	Ayinaparthi,Srinivasa	7/14/2021	7/15/2021	Burbank Airport to LA office		\$ 78.18			\$ 78.18
EXEC	Ayinaparthi,Srinivasa	7/15/2021	7/15/2021	Per Diem Meal for Travel to LA			\$ 7.00		\$ 7.00
EXEC	Chavez,Lisa	7/17/2021	7/17/2021	Flight to Los Angeles to attend July 2021 BOT Meetings		\$ 138.98			\$ 138.98
EXEC	Cramton,Michelle	8/6/2021	8/6/2021	Mileage to/from Santa Ana Courthouse - site visit.		\$ 19.04			\$ 19.04
EXEC	Diaz,Maria	7/21/2021	7/22/2021	Per Diem Meal for Travel to LA for 2 days			\$ 14.00		\$ 14.00
EXEC	Diaz,Maria	7/22/2021	7/22/2021	OAK to LAX airfare		\$ 337.96			\$ 337.96
EXEC	Diaz,Maria	7/21/2021	7/22/2021	Incidentals for Travel to LA for 2 days				\$ 12.00	\$ 12.00
EXEC	Diaz,Maria	7/22/2021	7/22/2021	OAK to home, mileage		\$ 7.84			\$ 7.84
EXEC	Diaz,Maria	7/21/2021	7/22/2021	Per Diem Meal for Travel to LA for 2 days			\$ 22.00		\$ 22.00
EXEC	Diaz,Maria	7/21/2021	7/21/2021	Lodging for 7/21/21 LA Office visit.	\$ 139.35				\$ 139.35
EXEC	Diaz,Maria	7/21/2021	7/22/2021	Mileage home to OAK		\$ 7.84			\$ 7.84
EXEC	Diaz,Maria	7/21/2021	7/22/2021	Per Diem Meal for Travel to LA for 2 days			\$ 46.00		\$ 46.00
EXEC	Holton,Vanessa	7/21/2021	7/23/2021	Transportation house to AMTRAK for July 2021 BOT Meeting in		\$ 49.59			\$ 49.59
EXEC	Holton,Vanessa	7/22/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 23.00		\$ 23.00
EXEC	Holton,Vanessa	7/21/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 11.00		\$ 11.00
EXEC	Holton,Vanessa	7/22/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 7.00		\$ 7.00
EXEC	Holton,Vanessa	7/23/2021	7/23/2021	Transportation from OAK to home from July 2021 BOT Meeting in		\$ 73.07			\$ 73.07
EXEC	Holton,Vanessa	7/22/2021	7/23/2021	Incidentals for Travel to LA				\$ 6.00	\$ 6.00
EXEC	Holton,Vanessa	7/21/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 23.00		\$ 23.00
EXEC	Holton,Vanessa	7/22/2021	7/23/2021	Hotel Stay - 7/21-7/23/21 - during July 2021 BOT Meeting	\$ 371.59				\$ 371.59
EXEC	Holton,Vanessa	7/22/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 11.00		\$ 11.00
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Per Diem Meal for Travel to LA for 3 days			\$ 69.00		\$ 69.00
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Round-trip flight, Oakland to Burbank		\$ 246.77			\$ 246.77
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Lyft ride from Burbank airport to State Bar offices in LA		\$ 29.87			\$ 29.87
EXEC	Macleod,Dag	7/22/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 7.00		\$ 7.00
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Incidentals for Travel to LA for 3 days				\$ 18.00	\$ 18.00
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Per Diem Meal for Travel to LA			\$ 11.00		\$ 11.00
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Parking - Oakland Airport, long-term parking.				\$ 54.00	\$ 54.00
EXEC	Macleod,Dag	7/22/2021	7/23/2021	Trustee dinner Lyft ride cancelled.		\$ 4.50			\$ 4.50
EXEC	Macleod,Dag	7/23/2021	7/23/2021	Lyft ride back to Burbank airport from State Bar offices.		\$ 61.16			\$ 61.16
EXEC	Macleod,Dag	7/21/2021	7/23/2021	Drive to Oakland airport from home and return.		\$ 6.72			\$ 6.72
EXEC	Salim,Reshid	9/12/2021	9/17/2021	Per Diem Meal for Travel to SF for 6 days			\$ 42.00		\$ 42.00
EXEC	Salim,Reshid	9/12/2021	9/17/2021	Per Diem Meal for Travel to SF for 6 days			\$ 138.00		\$ 138.00
EXEC	Salim,Reshid	7/13/2021	7/13/2021	Per Diem Meal for Travel to SF			\$ 11.00		\$ 11.00
EXEC	Salim,Reshid	7/13/2021	7/13/2021	Per Diem Meal for Travel to SF			\$ 23.00		\$ 23.00
EXEC	Salim,Reshid	9/12/2021	9/17/2021	Per Diem Meal for Travel to SF for 6 days			\$ 66.00		\$ 66.00
EXEC	Salim,Reshid	7/13/2021	7/13/2021	Per Diem Meal for Travel to SF			\$ 7.00		\$ 7.00

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Tang,Wallace	7/21/2021	7/23/2021	LAX to LA Office for July 2021 BOT Mtg		\$ 70.80			\$ 70.80
EXEC	Tang,Wallace	7/23/2021	7/23/2021	LA office to LAX for July 2021 BOT Mtg		\$ 47.95			\$ 47.95
EXEC	Wilson,Leah	7/13/2021	7/13/2021	Air Travel for LA meeting		\$ 237.95			\$ 237.95

## 2021 Q3 Executive Pcard Travel Expense

Reporting Period: 7/1/2021 to 9/30/2021, Posted. Travel Account Only

Report Date: 10/26/2021

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Ray Salim	6/29/2021	7/1/2021	\$ 197.96	SOUTHWEST	July 13 SF Trip - Jennifer	56110	D
EXEC	Ray Salim	6/29/2021	7/1/2021	\$ 197.96	SOUTHWEST	July 13 SF Trip - Ray	56110	D
EXEC	Hatem Khalek	6/29/2021	7/1/2021	\$ 134.80	JETBLUE	Roundtrip airfare for Hatem from LA to SF.	56110	D
EXEC	Ray Salim	7/13/2021	7/14/2021	\$ 19.50	LAXSHUTTLETIX.COM	Bus ticket	56110	D
EXEC	Ray Salim	7/13/2021	7/14/2021	\$ 41.97	UBER TRIP	Uber8- SF July 13 trip	56110	D
EXEC	Hatem Khalek	7/13/2021	7/14/2021	\$ 46.12	UBER TRIP	Uber trip SF airport / SF office	56110	D
EXEC	Hatem Khalek	7/13/2021	7/15/2021	\$ 40.00	LAX AIRPORT LOT P 6	LAX airport parking fee for Hatem K	56110	D
EXEC	Ray Salim	7/14/2021	7/14/2021	\$ 60.57	UBER TRIP	Uber8- SF July 13 trip	56110	D
EXEC	Ray Salim	7/14/2021	7/15/2021	\$ 5.00	VAN NUYS AIRPORT PARKING	Parking, No receipt despended from the machine	56110	D
EXEC	Hatem Khalek	7/14/2021	7/14/2021	\$ 60.29	UBER TRIP	Uber Trip SF Office / SF airport for Hatem K	56110	D
EXEC	Lisa Chavez	7/18/2021	7/21/2021	\$ 231.98	SOUTHWEST	Travel back from July 2021 BOT meeting in Los	56110	D
EXEC	Wallace Tang	7/21/2021	7/22/2021	\$ 36.00	60776-SFO PREPAID PARKING	SFO Parking for 3 days - Wallace Tang	56110	D
EXEC	Leah Wilson	7/22/2021	7/23/2021	\$ 59.40	TAXI SVC LOS ANGELES	Taxi ride to LA office	56110	D
EXEC	Hatem Khalek	7/23/2021	7/26/2021	\$ 6.00	UCLA SELFserve PARK	Airport parking for Hatem K	56110	D
EXEC	Vanessa Holton	7/24/2021	7/26/2021	\$ 73.07	LYFT RIDE FRI 6PM	Transportation - OAK to Home - July 2021 BOT	56110	D
EXEC	Tara Clark	7/28/2021	7/30/2021	\$ 77.75	SHELL OIL 57444479505	Gas for car rental traveling to bar exam on 7/28	56110	D
EXEC	Tara Clark	7/29/2021	7/30/2021	\$ 182.16	ENTERPRISE RENT-A-CAR	Car rental for 5 days traveling to bar exam	56110	D
EXEC	Hatem Khalek	8/6/2021	8/9/2021	\$ 7.00	SPACES PARKING	Hatem's travel Parking fee	56110	D
EXEC	Lisa Chavez	8/6/2021	8/9/2021	\$ 278.70	MARRIOTTJW L.A.LIVE FD	Hotel stay for July 2021 BOT meetings in LA	56110	D
EXEC	Michelle Cramton	8/6/2021	8/9/2021	\$ 8.00	OC PARKING CIVIC CTR	Parking for Orange County Courthouse site visit	56110	D
EXEC	Ray Salim	8/10/2021	8/12/2021	\$ 157.95	SOUTHWEST	SF Trip Sept 12-17 , Security Assessment	56110	D
EXEC	Tara Clark	8/6/2021	8/9/2021	\$ 9.95	ERAC TOLL 3ZK41Y	Fastrak bridge toll traveling to bar exam on 7/24	56110	D
EXEC	Ray Salim	9/10/2021	9/16/2021	\$ 15.00	CLIPPER SYSTEMS MOBILE #1	BART : SF Trip Sept 12-17 , Security Assessment	56110	D
EXEC	Ray Salim	9/12/2021	9/20/2021	\$ 1,015.15	MARRIOTT UNION SQUARE	Marriott hotel SF trip sept 12-17	56110	D
EXEC	Ray Salim	9/13/2021	9/13/2021	\$ 32.99	LYFT RIDE SUN 10AM	SF Trip Sept 12-17 , Security Assessment	56110	D
EXEC	Ray Salim	9/17/2021	9/20/2021	\$ 128.00	V.S.P. PARKING BURBANK	parking SF trip sept 12-17	56110	D
EXEC	Leah Wilson	9/23/2021	9/24/2021	\$ 14.00	82477 - 555 CAPITOL MALL	Sacramento travel	56110	D

## 2021 Q3 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 7/1/2021 to 9/30/2021, Posted. Travel Account Only

Report Date: 10/26/2021

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description
BOT	Toney/Mark Warren	1405880720	7/2/2021	7/22/2021	SOUTHWEST AIRLINES	OAK/LAX/OAK	\$ 170.49	56140	BOT Travel
BOT	Shelby/Melanie	1404406439	7/6/2021	7/22/2021	SOUTHWEST AIRLINES	SMF/BUR	\$ 113.74	56140	BOT Travel
EXEC	Ayinaparthi/Srinivasa	1407222332	7/6/2021	7/14/2021	SOUTHWEST AIRLINES	SJC/BUR/SJC	\$ 227.48	56110	Management Travel to LA
EXEC	Ahmed/Nadeem	1407398783	7/7/2021	7/14/2021	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 227.48	56110	Management Travel to LA