



The State Bar of California

OPEN SESSION AGENDA ITEM 54-181 JANUARY 2022 AUDIT COMMITTEE II.A

DATE: January 20, 2022

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2021 Q4 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 January 2022 meeting.

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 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 fourth quarter of 2021 Board and management travel expense report in the form presented this day before the Board, for the three months ended December 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 fourth quarter of 2021 Board and management travel expense report in the form presented this day before the Board, for the three months ended December 31, 2021, as certified by the chief financial officer, and on file with the San Francisco office of the State Bar.

ATTACHMENTS LIST

- A.** 2021 Q4 Executive/Board of Trustee Travel Expense
- B.** 2021 Q4 Senior Executive Pcard Travel Expense
- C.** 2021 Q4 Executive/Board of Trustee Direct-Bill Travel Expense

2021 Q4 Executive/Board of Trustee Travel Expense

Reporting Period: 10/1/2021 to 12/31/2021. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Ching,Audrey	11/7/2021	11/7/2021	Uber from hotel to Boston airport for CBAA Fall Meeting		\$ 23.32			\$ 23.32
EXEC	Ching,Audrey	11/4/2021	11/7/2021	Travel Dinner meal per diem for 2 days			\$ 46.00		\$ 46.00
EXEC	Ching,Audrey	11/4/2021	11/7/2021	Uber from hotel to Boston airport for CBAA Fall Meeting		\$ 23.21			\$ 23.21
EXEC	Ching,Audrey	11/2/2021	11/7/2021	Hotel for 3 days CBAA Fall Meeting	\$ 695.25				\$ 695.25
EXEC	Ching,Audrey	11/4/2021	11/7/2021	Long term parking, SFO		\$ 45.00			\$ 45.00
EXEC	Hom,Elizabeth	11/3/2021	11/3/2021	Parking to attend PLI Veterans Legal Services pro bono training		\$ 32.00			\$ 32.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Travel Dinner meal per diem for 1 day			\$ 23.00		\$ 23.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Travel Breakfast meal per diem for 1 day			\$ 7.00		\$ 7.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Incidentals for 3 days				\$ 15.00	\$ 15.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Round trip home to Oakland International Airport - 11/17 and 11/19		\$ 54.00			\$ 54.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Round trip from home to Oakland International Airport.		\$ 7.84			\$ 7.84
EXEC	MacLeod,Dag	11/17/2021	11/17/2021	Drive to Sacramento offices of Lucas Public Affairs to plan for Board Strategic Planning meeting.		\$ 96.32			\$ 96.32
EXEC	MacLeod,Dag	11/19/2021	11/19/2021	Lyft ride from State Bar in Los Angeles to Burbank airport.		\$ 45.99			\$ 45.99
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Travel Lunch meal per diem for 1 day			\$ 11.00		\$ 11.00
EXEC	MacLeod,Dag	11/17/2021	11/19/2021	Lyft ride from Burbank airport to Los Angeles offices to attend November Board meeting.		\$ 31.35			\$ 31.35
EXEC	Mazer,Steven	11/16/2021	11/19/2021	Travel Lunch meal per diem for 2 days			\$ 22.00		\$ 22.00
EXEC	Mazer,Steven	11/16/2021	11/19/2021	Travel Dinner meal per diem for 4 days			\$ 92.00		\$ 92.00
EXEC	Mazer,Steven	11/16/2021	11/19/2021	Incidentals for 4 days				\$ 20.00	\$ 20.00
EXEC	Mazer,Steven	11/14/2021	11/19/2021	Hotel	\$ 362.25				\$ 362.25
EXEC	Mazer,Steven	11/16/2021	11/19/2021	2 Taxis, LAX-Office and Office-Lax		\$ 114.00			\$ 114.00
EXEC	Mazer,Steven	11/19/2021	11/19/2021	LAX-OAK		\$ 168.99			\$ 168.99
EXEC	Mazer,Steven	11/16/2021	11/19/2021	Lyft Home to SFO		\$ 38.64			\$ 38.64
EXEC	Mazer,Steven	11/16/2021	11/19/2021	Travel Breakfast meal per diem for 2 days			\$ 14.00		\$ 14.00
EXEC	Mazer,Steven	11/19/2021	11/19/2021	BART OAK to 16th St		\$ 11.10			\$ 11.10
EXEC	Mazer,Steven	11/16/2021	11/19/2021	SFO to LAX		\$ 88.98			\$ 88.98

2021 Q4 Executive Pcard Travel Expense

Reporting Period: 10/1/2021 to 12/31/2021, Posted. Travel Account Only

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Dag MacLeod	11/10/2021	11/12/2021	\$ 217.96	SOUTHWEST	SOUTHWES 5261451442444	56110	D
EXEC	Dag MacLeod	11/17/2021	11/19/2021	\$ 68.00	SOUTHWEST	SOUTHWES 5261453645787	56110	D
EXEC	Leah Wilson	11/12/2021	11/15/2021	\$ 108.98	SOUTHWEST	SOUTHWES 5261452283022	56110	D
EXEC	Leah Wilson	11/18/2021	11/19/2021	\$ 60.32	SQ ADMINISTRATIVE SERVICE	TAXI TRIP	56110	D
EXEC	Michelle Cramton	11/16/2021	11/18/2021	\$ 353.97	SOUTHWEST	SOUTHWES 5261453226692	56110	D
EXEC	Michelle Cramton	11/18/2021	11/22/2021	\$ 259.56	HYATT HOTELS	HYATT HOTELS	56110	D
EXEC	Vanessa Holton	11/8/2021	11/10/2021	\$ 337.97	SOUTHWEST	SOUTHWES 5261450636001	56110	D
EXEC	Vanessa Holton	11/15/2021	11/17/2021	\$ 58.00	SOUTHWEST	SOUTHWES 5261452967867	56110	D
EXEC	Vanessa Holton	11/17/2021	11/18/2021	\$ 60.43	CURB SVC LOS ANGELE	TRANSPORTAION - AIRPORT TO LA	56110	D
EXEC	Hatem Khalek	12/3/2021	12/6/2021	\$ 123.41	AMERICAN AIR	AMERICAN AIR0012316624721	56110	D
EXEC	Hatem Khalek	12/3/2021	12/6/2021	\$ 143.40	JET BLUE	JETBLUE 2792179537217	56110	D
EXEC	Amy Nunez	12/16/2021	12/17/2021	\$ 50.00	BELL CAB	BELL CAB	56110	D
EXEC	Amy Nunez	12/18/2021	12/20/2021	\$ 38.51	UBER TRIP	UBER TRIP	56110	D
EXEC	Amy Nunez	12/18/2021	12/20/2021	\$ 130.74	WESTIN HOTEL	WESTIN HOTEL BONAVENTURE	56110	D
EXEC	Bridget Gramme	12/15/2021	12/15/2021	\$ 49.79	UBER TRIP	UBER TRIP	56110	D
EXEC	Bridget Gramme	12/15/2021	12/15/2021	\$ 59.68	UBER TRIP	UBER TRIP	56110	D
EXEC	Bridget Gramme	12/14/2021	12/16/2021	\$ 32.00	SAN DIEGO COUNTY RAA	SAN DIEGO COUNTY RAA	56110	D
EXEC	Bridget Gramme	12/15/2021	12/16/2021	\$ 7.46	UBER TRIP	UBER TRIP	56110	D

2021 Q4 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 10/1/2021 to 12/31/2021, Posted. Travel Account Only

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description
BOT	Duran/Ruben	72522133	11/5/2021	11/18/2021	Jw Marriott Los Angeles LA Live	LAX	\$ 120.00	56140	BOT Lodging
EXEC	Gramme/Bridget	7680352822	12/2/2021	12/14/2021	SOUTHWEST AIRLINES	SAN/OAK/SFO/SAN	\$ 199.00	56110	Management Travel
EXEC	Nunez/Amy Carmen	97472780	12/3/2021	12/16/2021	Westin Bonaventure Hotel	LAX	\$ 113.00	56110	Management Lodging
BOT	SeLegue/Sean	72526413	11/5/2021	11/17/2021	Jw Marriott Los Angeles LA Live	LAX	\$ 240.00	56140	BOT Lodging
BOT	Shelby/Melanie Makeba	7674200706	10/29/2021	11/17/2021	SOUTHWEST AIRLINES	SMF/BUR	\$ 47.25	56140	BOT Travel
BOT	Toney/Mark	81747244	11/14/2021	11/18/2021	Jw Marriott Los Angeles LA Live	LAX	\$ 120.00	56140	BOT Lodging
BOT	Toney/Mark Warren	7677096408	11/15/2021	11/18/2021	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 316.79	56140	BOT Travel