



The State Bar of California

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

DATE: April 27, 2022

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2022 Q1 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 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 January to March 2022.

DISCUSSION

None

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & OBJECTIVES

Goal: 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 2022 Board and management travel expense report in the form presented this day before the Board, for the three months ended March 31, 2022, 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 2022 Board and management travel expense report in the form presented this day before the Board, for the three months ended March 31, 2022, as certified by the chief financial officer, and on file with the San Francisco office of the State Bar.

ATTACHMENTS LIST

- A. 2022 Q1 Executive/Board of Trustee Travel Expense
- B. 2022 Q1 Senior Executive Pcard Travel Expense
- C. 2022 Q1 Executive/Board of Trustee Direct-Bill Travel Expense

2022 Q1 Executive/Board of Trustee Travel Expense

Reporting Period: 1/1/2022 to 3/31/2022. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Campbell,Tammy	2/9/2022	2/9/2022	Breakfast MBE inventory			7		\$ 7.00
EXEC	Campbell,Tammy	3/11/2022	3/11/2022	Incidentals \$5 for Program Mgrs meeting				5	\$ 5.00
EXEC	Campbell,Tammy	2/9/2022	2/9/2022	Travel to/from warehouse to conduct MBE Inventory		64.35			\$ 64.35
EXEC	Campbell,Tammy	3/10/2022	3/11/2022	Dinner for Program Mgrs meeting			23		\$ 23.00
EXEC	Campbell,Tammy	2/21/2022	2/21/2022	Dinner MBE Inventory			23		\$ 23.00
EXEC	Campbell,Tammy	3/10/2022	3/11/2022	Lunch two days for Program Mgrs meeting			22		\$ 22.00
EXEC	Campbell,Tammy	2/9/2022	2/9/2022	Lunch MBE Inventory			11		\$ 11.00
EXEC	Campbell,Tammy	3/10/2022	3/11/2022	Breakfast two days for Program Mgrs meeting			14		\$ 14.00
EXEC	Campbell,Tammy	2/21/2022	2/21/2022	Lunch MBE Inventory			11		\$ 11.00
EXEC	Cramton,Michelle	2/22/2022	2/22/2022	Parking for Bar Exam administration.		9			\$ 9.00
EXEC	Malaowala,Tara	2/21/2022	2/22/2022	Lunch two days - Travel for Bar Exam			22		\$ 22.00
EXEC	Malaowala,Tara	2/21/2022	2/22/2022	Dinner - Travel for Bar Exam			23		\$ 23.00
EXEC	Malaowala,Tara	2/22/2022	2/22/2022	Breakfast - Travel for Bar Exam			7		\$ 7.00
EXEC	Nunez,Amy	2/22/2022	2/22/2022	Lunch - travel for bar exam			11		\$ 11.00
EXEC	Nunez,Amy	2/21/2022	2/22/2022	Dinner - Travel for Bar Exam			23		\$ 23.00
EXEC	Nunez,Amy	2/21/2022	2/22/2022	Incidentals \$5 - travel for bar exam			5		\$ 5.00
EXEC	Nunez,Amy	2/21/2022	2/22/2022	Lunch			11		\$ 11.00
EXEC	Nunez,Amy	2/22/2022	2/22/2022	Drove back home from exam site		56.86			\$ 56.86
EXEC	Nunez,Amy	2/22/2022	2/22/2022	Breakfast - travel for bar exam			7		\$ 7.00
EXEC	Nunez,Amy	2/22/2022	2/22/2022	Incidentals \$5 - travel for bar exam				5	\$ 5.00
EXEC	Nunez,Amy	2/20/2022	2/22/2022	Drove from home to staff hotel		56.86			\$ 56.86
EXEC	Nunez,Amy	2/21/2022	2/22/2022	Had to pick up banker boxes for exam site		6.08			\$ 6.08
EXEC	Nunez,Amy	2/21/2022	2/22/2022	Breakfast - travel for bar exam			7		\$ 7.00
EXEC	Nunez,Amy	2/20/2022	2/22/2022	Dinner - travel for bar exam			23		\$ 23.00

2022 Q1 Executive Pcard Travel Expense

Reporting Period: 1/1/2022 to 3/31/2022, Posted. Travel Account Only

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Bridget Gramme	3/25/2022	3/28/2022	\$ 11.98	UBER TRIP	UBER TRIP	56110	D
EXEC	Christina Doell	2/10/2022	2/14/2022	\$ 371.95	SOUTHWEST	SOUTHWES 5261480887249	56110	D
EXEC	Christina Doell	3/14/2022	3/15/2022	\$ 7.71	EXPEDIA	EXPEDIA 72266821540026	56110	D
EXEC	Christina Doell	3/14/2022	3/16/2022	\$ 327.60	AMERICAN AIR	AMERICAN AIR0017721853919	56110	D
EXEC	Christina Doell	3/14/2022	3/16/2022	\$ 539.60	UNITED	UNITED 0167721852477	56110	D
EXEC	Leah Wilson	2/22/2022	2/24/2022	\$ 21.00	ESQUIRE PLAZA GARAGE	ESQUIRE PLAZA GARAGE 45	56110	D
EXEC	Leah Wilson	3/24/2022	3/25/2022	\$ 12.75	SQ ADMINISTRATIVE SERVICE	SQ ADMINISTRATIVE SERVIC	56110	D
EXEC	Lisa Chavez	2/22/2022	2/24/2022	\$ 215.10	HYATT REGENCY SACRAMENTO	HYATT REGENCY SACRAMENTO	56110	D
EXEC	Tammy Campbell	2/27/2022	3/1/2022	\$ 207.95	SOUTHWEST	SOUTHWES 5261489096476	56110	D
EXEC	Tammy Campbell	3/10/2022	3/11/2022	\$ 40.24	LYFT	LYFT RIDE THU 8AM	56110	D
EXEC	Tammy Campbell	3/11/2022	3/14/2022	\$ 161.86	HYATT REGENCY SAN FRANCI	HYATT REGENCY SAN FRANCI	56110	D
EXEC	Vanessa Holton	3/4/2022	3/7/2022	\$ 108.99	SOUTHWEST	SOUTHWES 5261490943686	56110	D
EXEC	Vanessa Holton	3/4/2022	3/7/2022	\$ 58.98	SOUTHWEST	SOUTHWES 5261490948713	56110	D
EXEC	Vanessa Holton	3/25/2022	3/28/2022	\$ 22.99	LYFT	LYFT RIDE FRI 12PM	56110	D
EXEC	Vanessa Holton	3/25/2022	3/28/2022	\$ 26.44	LYFT	LYFT RIDE THU 6PM	56110	D
EXEC	Vanessa Holton	3/25/2022	3/28/2022	\$ 421.12	IC LOS ANGELES DOWNTOWN	IC LOS ANGELES DOWNTOWN	56110	D
EXEC	Vanessa Holton	3/30/2022	3/31/2022	\$ 66.07	LYFT	LYFT 1 RIDE 03-29	56110	D

2022 Q1 Executive / Board of Trustee Direct-Bill Travel Expense*Reporting Period: 1/1/2022 to 3/31/2022, Posted. Travel Account Only*

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description
EXEC	Wilson/Leah T	HY000570210	1/21/2022	2/21/2022	Hyatt Regency Sacramento	SMF	\$ 145.00	56110	Exec Lodging