



# The State Bar of California

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## **OPEN SESSION AGENDA ITEM 50-6 NOVEMBER 2022 AUDIT COMMITTEE III.A**

**DATE:** November 17, 2022

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

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

**SUBJECT:** Approval of 2022 Quarter Three Board 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 2022 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 2022.

### **DISCUSSION**

None

### **FISCAL/PERSONNEL IMPACT**

None

### **AMENDMENTS TO RULES**

None

## **AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL**

None

## **STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS**

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 2022 Board and management travel expense report in the form presented this day before the Board, for the three months ended September 30, 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 third quarter of 2022 Board and management travel expense report in the form presented this day before the Board, for the three months ended September 30, 2022, as certified by the chief financial officer, and on file with the San Francisco office of the State Bar.

## **ATTACHMENTS LIST**

- A.** 2022 Q3 Executive/Board of Trustee Travel Expense
- B.** 2022 Q3 Senior Executive Pcard Travel Expense
- C.** 2022 Q3 Executive/Board of Trustee Direct-Bill Travel Expense

## 2022 Q3 Executive/Board of Trustee Travel Expense

Reporting Period: 7/1/2022 to 9/30/2022. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Ahmed,Nadeem	7/26/2022	7/26/2022	Uber from Oakland test center to home - 2022 July Bar Exam Support		\$29.96			\$ 29.96
EXEC	Ahmed,Nadeem	7/26/2022	7/26/2022	Travel breakfast per diem - 2022 July Bar Exam Support for 1 day			\$7.00		\$ 7.00
EXEC	Ahmed,Nadeem	7/26/2022	7/26/2022	Travel lunch per diem - 2022 July Bar Exam Support for 1 day			\$11.00		\$ 11.00
EXEC	Ahmed,Nadeem	7/26/2022	7/26/2022	Travel dinner per diem - 2022 July Exam Support for 1 day			\$23.00		\$ 23.00
EXEC	Ayinaparathi,Srinivasa	7/13/2022	7/14/2022	Travel dinner per diem - LA Office Visit- Quarterly IT Meeting for 1 day			\$23.00		\$ 23.00
EXEC	Ayinaparathi,Srinivasa	7/13/2022	7/14/2022	Travel lunch per diem - LA Office Visit- Quarterly IT Meeting for 2 days			\$22.00		\$ 22.00
EXEC	Ayinaparathi,Srinivasa	7/14/2022	7/14/2022	Travel breakfast per diem - LA Office Visit- Quarterly IT Meeting for 1 day			\$7.00		\$ 7.00
EXEC	Cramton,Michelle	7/26/2022	7/28/2022	Travel tip per diem - SF Office Visit for 3 days				\$15.00	\$ 15.00
EXEC	Cramton,Michelle	7/26/2022	7/28/2022	Travel mileage per diem - SF Office Visit Drive from Home to Airport		\$11.00			\$ 11.00
EXEC	Cramton,Michelle	7/27/2022	7/28/2022	Travel breakfast per diem - SF Office Visit for 2 days			\$14.00		\$ 14.00
EXEC	Cramton,Michelle	7/26/2022	7/28/2022	Travel dinner per diem - SF Office Visit for 3 days			\$69.00		\$ 69.00
EXEC	Cramton,Michelle	7/26/2022	7/28/2022	Travel lunch per diem - SF Office Visit for 3 days			\$33.00		\$ 33.00
EXEC	Cramton,Michelle	7/28/2022	7/28/2022	Travel Mileage per diem - Drive from Airport to Home. - SF Office Visits for 2 days		\$11.00			\$ 11.00
EXEC	Diaz,Maria	8/22/2022	8/23/2022	Travel lunch per diem - LA Office Visit for 2 days			\$22.00		\$ 22.00
EXEC	Diaz,Maria	8/22/2022	8/23/2022	Travel dinner per diem - LA Office Visit- Quarterly IT Meeting for 1 day			\$23.00		\$ 23.00
EXEC	Diaz,Maria	8/22/2022	8/23/2022	Travel breakfast per diem - LA Office Visit- Quarterly IT Meeting for 2 days			\$14.00		\$ 14.00
EXEC	Diaz,Maria	8/22/2022	8/23/2022	Airport Parking- LA Office Visit		\$48.00			\$ 48.00
EXEC	Diaz,Maria	8/22/2022	8/23/2022	Travel tip per diem - LA Office Visit for 2 days			\$10.00		\$ 10.00
EXEC	Diaz,Maria	8/23/2022	8/23/2022	1 hotel night @\$182.00 + Hotel Tax - LA Office Visit	\$185.99				\$ 185.99
EXEC	Diaz,Maria	8/23/2022	8/23/2022	Air fare - LA Office Visit		\$357.96			\$ 357.96
EXEC	Diaz,Maria	8/23/2022	8/23/2022	Mileage to/from home/OAK airport (13.7 miles) - LA Office Visit		\$16.88			\$ 16.88
EXEC	Hershkowitz,Donna	7/5/2022	7/7/2022	Transportation - BART from SF Office to hotel		\$2.15			\$ 2.15
EXEC	Hershkowitz,Donna	7/5/2022	7/7/2022	Travel lunch per diem for SF Office Visit for 1 day			\$11.00		\$ 11.00
EXEC	Hershkowitz,Donna	7/5/2022	7/7/2022	Uber from OAK to SF Office		\$57.93			\$ 57.93
EXEC	Hershkowitz,Donna	7/5/2022	7/7/2022	Travel dinner per diem for SF Office Visit for 1 day			\$23.00		\$ 23.00
EXEC	Hershkowitz,Donna	7/6/2022	7/7/2022	Travel dinner per diem - SF Office Visit for 1 day			\$23.00		\$ 23.00
EXEC	Hershkowitz,Donna	7/6/2022	7/7/2022	Transportation - BART from SF Office to hotel		\$2.15			\$ 2.15
EXEC	Hershkowitz,Donna	7/6/2022	7/7/2022	Transportation - BART to SF office from hotel		\$2.15			\$ 2.15

EXEC	Hershkowitz, Donna	7/6/2022	7/7/2022	Travel lunch per diem for SF Office Visit for 1 day		\$11.00	\$	11.00
EXEC	Hershkowitz, Donna	7/7/2022	7/7/2022	Transportation - BART to SF office from hotel	\$2.15		\$	2.15
EXEC	Hershkowitz, Donna	7/7/2022	7/7/2022	Travel lunch per diem for SF Office Visit for 1 day		\$11.00	\$	11.00
EXEC	Hershkowitz, Donna	7/7/2022	7/7/2022	Transportation - BART from SF Office to OAK - SF Office Visit	\$11.40		\$	11.40
EXEC	Hershkowitz, Donna	7/7/2022	7/7/2022	Travel breakfast per diem for SF Office Visit for 1 day		\$7.00	\$	7.00
EXEC	Hershkowitz, Donna	8/30/2022	8/31/2022	Travel dinner per diem - SF Office Visit for 2 days		\$46.00	\$	46.00
EXEC	Hershkowitz, Donna	8/30/2022	8/31/2022	Travel breakfast per diem - SF Office Visit for 1 day		\$14.00	\$	14.00
EXEC	Hershkowitz, Donna	8/30/2022	8/31/2022	Transportation - Lyft from OAK to SF Office	\$47.75		\$	47.75
EXEC	Hershkowitz, Donna	8/30/2022	8/31/2022	Travel lunch per diem - SF Office Visit for 2 days		\$22.00	\$	22.00
EXEC	Hershkowitz, Donna	8/31/2022	8/31/2022	BART from Embarcadero Station to Oakland Airport	\$11.40		\$	11.40
EXEC	Hershkowitz, Donna	9/14/2022	9/15/2022	Transportation - BART from Office to Hotel - SF Office Visit	\$1.05		\$	1.05
EXEC	Hershkowitz, Donna	9/14/2022	9/15/2022	Travel dinner per diem - SF Office Visit for 1 day		\$23.00	\$	23.00
EXEC	Hershkowitz, Donna	9/14/2022	9/15/2022	Travel breakfast per diem - SF Office Visit for 2 days		\$14.00	\$	14.00
EXEC	Hershkowitz, Donna	9/14/2022	9/15/2022	Travel lunch per diem - SF Office Visit for 2 days		\$22.00	\$	22.00
EXEC	Hershkowitz, Donna	9/14/2022	9/15/2022	Transportation - Lyft from OAK to SF Office	\$50.53		\$	50.53
EXEC	Hershkowitz, Donna	9/15/2022	9/15/2022	Transportation - BART from Hotel to SF Office	\$1.05		\$	1.05
EXEC	Hershkowitz, Donna	9/15/2022	9/15/2022	Transportation - Lyft from Office to OAK - SF Office Visit	\$77.86		\$	77.86
EXEC	Hom, Elizabeth	7/26/2022	8/6/2022	Travel breakfast per diem - 2022 July Bar Exam Support for 1 day		\$7.00	\$	7.00
EXEC	Hom, Elizabeth	7/26/2022	8/6/2022	Travel lunch per diem - 2022 July Bar Exam Support for 1 day		\$11.00	\$	11.00
EXEC	Hom, Elizabeth	8/3/2022	8/6/2022	Travel lunch per diem - IOLTA Workshops for 1 day		\$11.00	\$	11.00
EXEC	Hom, Elizabeth	8/3/2022	8/6/2022	Travel breakfast per diem - IOLTA Workshops for 1 day		\$7.00	\$	7.00
EXEC	Hom, Elizabeth	8/3/2022	8/6/2022	Travel dinner per diem - 2022 July Bar Exam Support for 1 day		\$23.00	\$	23.00
EXEC	Hom, Elizabeth	8/4/2022	8/6/2022	Travel dinner per diem - IOLTA Workshops for 1 day		\$23.00	\$	23.00
EXEC	Hom, Elizabeth	8/5/2022	8/6/2022	Travel lunch per diem - IOLTA Workshops for 1 day		\$11.00	\$	11.00
EXEC	Hom, Elizabeth	8/5/2022	8/6/2022	Travel dinner per diem - IOLTA Workshops for 1 day		\$23.00	\$	23.00
EXEC	Hom, Elizabeth	8/6/2022	8/6/2022	Travel breakfast per diem - IOLTA Workshops for 1 day		\$7.00	\$	7.00
EXEC	Hom, Elizabeth	8/6/2022	8/6/2022	Travel tip per diem - 2022 July Bar Exam Support		\$5.00	\$	5.00
EXEC	Hom, Elizabeth	8/6/2022	8/6/2022	Transportation - Mileage to/from CBX site in Burlingame - 2022 July Bar Exam Support	\$21.50		\$	21.50
EXEC	Konkala, Venkata	8/29/2022	8/29/2022	Travel dinner per diem - SF Office Visit for 1 day		\$23.00	\$	23.00
EXEC	Konkala, Venkata	8/29/2022	8/29/2022	Travel breakfast per diem - SF Office Visit for 1 day		\$7.00	\$	7.00
EXEC	Konkala, Venkata	8/29/2022	8/29/2022	Parking fee at long beach airport. - SF Office Visit	\$19.00		\$	19.00
EXEC	Konkala, Venkata	8/29/2022	8/29/2022	Transportation - Flight Charge(Round trip Long Beach to Oakland) - SF Office Visit	\$207.96		\$	207.96
EXEC	Konkala, Venkata	8/29/2022	8/29/2022	Transportation - Mileage - Round trip between home (Irvine) and long beach air port - SF Office Visit	\$33.75		\$	33.75
EXEC	Malaowala, Tara	7/25/2022	7/29/2022	Travel dinner per diem - 2022 July Exam Support for 4 days		\$92.00	\$	92.00
EXEC	Malaowala, Tara	7/25/2022	7/29/2022	Travel breakfast per diem - 2022 July Bar Exam Support for 5 days		\$35.00	\$	35.00
EXEC	Malaowala, Tara	7/25/2022	7/29/2022	Travel lunch per diem - 2022 July Bar Exam Support for 5 days		\$55.00	\$	55.00

EXEC	Malaowala,Tara	7/25/2022	7/29/2022	Travel tip per diem - 2022 July Bar Exam Support for 3 days		\$15.00	\$	15.00
EXEC	Malaowala,Tara	8/30/2022	8/31/2022	Travel lunch per diem - 2022 July Bar Exam Support for 2 days	\$22.00		\$	22.00
EXEC	Malaowala,Tara	8/30/2022	8/31/2022	Travel tip per diem - 2022 July Bar Exam Support for 2 days		\$10.00	\$	10.00
EXEC	Malaowala,Tara	8/30/2022	8/31/2022	Travel dinner per diem - 2022 July Bar Exam Support for 2 days	\$46.00		\$	46.00
EXEC	Malaowala,Tara	8/31/2022	8/31/2022	Travel breakfast per diem - 2022 July Bar Exam Support for 1 day	\$7.00		\$	7.00
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Travel lunch per diem - LA Office Visit for 3 days	\$33.00		\$	33.00
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Travel tip per diem - LA Office Visit for 5 days		\$25.00	\$	25.00
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Travel breakfast per diem - LA Office Visit for 4 days	\$28.00		\$	28.00
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Transportation - Airfare SF to LA - LA Office Visit	\$175.98		\$	175.98
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Transportation - Airport to Office - LA Office Visit	\$64.00		\$	64.00
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Transportation - Home to Airport - LA Office Visit	\$42.77		\$	42.77
EXEC	Mazer,Steven	7/18/2022	7/22/2022	Travel dinner per diem - LA Office Visit for 4 days	\$92.00		\$	92.00
EXEC	Mazer,Steven	7/19/2022	7/22/2022	Lodging per diem - lHotel - LA Office Visit for 5 days	\$728.00		\$	728.00
EXEC	Mazer,Steven	7/22/2022	7/22/2022	Transportation - Airfare LA to SF - LA Office Visit	\$163.98		\$	163.98
EXEC	Mazer,Steven	7/22/2022	7/22/2022	Transportation - BART from Airport to Home - LA Office Visit for 5 days	\$11.50		\$	11.50
EXEC	Mazer,Steven	7/22/2022	7/22/2022	Transportation - Taxi from Office to Airport - LA Office Visit	\$43.77		\$	43.77
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Travel tip per diem - 2022 July Bar Exam Support for 2 days		\$10.00	\$	10.00
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Transportation - Lyft from home to SFO - LA Office Visit	\$45.01		\$	45.01
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Transportation - Airfare - SFO to LAX - LA Office Visit	\$123.98		\$	123.98
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Travel dinner per diem - LA Office Visit for 1 day	\$23.00		\$	23.00
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Transportation - Taxi LAX to Office - LA Office Visit	\$65.00		\$	65.00
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Travel breakfast per diem - LA Office Visit for 2 days		\$14.00	\$	14.00
EXEC	Mazer,Steven	8/30/2022	8/31/2022	Travel lunch per diem - LA Office Visit for 2 days	\$22.00		\$	22.00
EXEC	Mazer,Steven	8/31/2022	8/31/2022	Lodging per diem - Hotel - LA Office Visit	\$182.35		\$	182.35
EXEC	Mazer,Steven	8/31/2022	8/31/2022	Transportation - Airfare - LAX to OAK - LA Office Visit	\$128.98		\$	128.98
EXEC	Mazer,Steven	8/31/2022	8/31/2022	Transportation - Taxi Office to LAX - LA Office Visit	\$61.00		\$	61.00
EXEC	Mazer,Steven	8/31/2022	8/31/2022	Transportation - BART OAK to home - LA Office Visit	\$11.50		\$	11.50
EXEC	McNamara,Kelly	8/2/2022	8/5/2022	Travel lunch per diem for NOBC Conference - Chicago for 4 days	\$44.00		\$	44.00
EXEC	McNamara,Kelly	8/2/2022	8/5/2022	Travel dinner per diem for NOBC Conference - Chicago for 3 days	\$69.00		\$	69.00
EXEC	McNamara,Kelly	8/2/2022	8/5/2022	Rideshare from Chicago MDW airport to Drake Hotel (for NOBC Conference)	\$28.92		\$	28.92
EXEC	McNamara,Kelly	8/5/2022	8/5/2022	Rideshare from Drake Hotel to Chicago MDW airport for NOBC Conference	\$38.93		\$	38.93
EXEC	Moawad,Steven	7/29/2022	8/1/2022	The Drake Lodging 080122-080422. SA-CTC travel to NOBC Conference - Chicago for 4 days	\$905.56		\$	905.56
EXEC	Moawad,Steven	8/1/2022	8/5/2022	Uber to airport for outbound flight.	\$56.32		\$	56.32
EXEC	Moawad,Steven	8/1/2022	8/5/2022	Travel dinner per diem for NOBC Conference - Chicago for 2 days	\$46.00		\$	46.00

EXEC	Moawad,Steven	8/4/2022	8/5/2022	Travel dinner per diem for NOBC Conference - Chicago for 2 days		\$46.00		\$	46.00
EXEC	Moawad,Steven	8/5/2022	8/5/2022	Uber to airport from hotel. NOBC Conference	\$70.68			\$	70.68
EXEC	Moawad,Steven	8/5/2022	8/5/2022	Uber from airport to home.	\$86.43			\$	86.43
EXEC	Nguyen,Doan	7/27/2022	7/27/2022	Travel dinner per diem - 2022 July Bar Exam Bar Support for 1 day		\$23.00		\$	23.00
EXEC	Nguyen,Doan	7/27/2022	7/27/2022	Transportation - Bay bridge toll - 2022 July Bar Exam Support	\$7.00			\$	7.00
EXEC	Nguyen,Doan	7/27/2022	7/27/2022	Travel breakfast per diem - 2022 July Bar Exam Support		\$7.00		\$	7.00
EXEC	Nguyen,Doan	7/27/2022	7/27/2022	Transportation - Gas for travel from home to Crowne Plaza Burlingame. - 2022 July Bar Exam Support	\$31.75			\$	31.75
EXEC	Nguyen,Doan	7/27/2022	7/27/2022	Travel lunch per diem - 2022 July Bar Exam Support for 1 day		\$11.00		\$	11.00
EXEC	Nunez,Amy	8/9/2022	8/11/2022	Travel lunch per diem for LA Office Work Trip for 1 day		\$11.00		\$	11.00
EXEC	Nunez,Amy	8/9/2022	8/11/2022	Travel to LA office-requesting reimbursement equal to Southwest flight quote	\$163.13			\$	163.13
EXEC	Nunez,Amy	8/9/2022	8/11/2022	Travel breakfast per diem for LA Office Work Trip for 1 day		\$7.00		\$	7.00
EXEC	Nunez,Amy	8/9/2022	8/11/2022	Travel tip per diem for LA Office Visit for 1 day			\$5.00	\$	5.00
EXEC	Nunez,Amy	8/9/2022	8/11/2022	Travel dinner per diem for LA Office Work Trip for 1 day		\$23.00		\$	23.00
EXEC	Nunez,Amy	8/10/2022	8/11/2022	Travel tip per diem for LA Office Visit for 1 day			\$5.00	\$	5.00
EXEC	Nunez,Amy	8/10/2022	8/11/2022	Travel dinner per diem for LA Office Work Trip for 1 day		\$23.00		\$	23.00
EXEC	Nunez,Amy	8/10/2022	8/11/2022	Travel lunch per diem for LA Office Work Trip for 1 day		\$11.00		\$	11.00
EXEC	Nunez,Amy	8/10/2022	8/11/2022	Travel breakfast per diem for LA Office Work Trip for 1 day		\$7.00		\$	7.00
EXEC	Nunez,Amy	8/11/2022	8/11/2022	Travel lunch per diem for LA Office Work Trip for 1 day		\$11.00		\$	11.00
EXEC	Nunez,Amy	8/11/2022	8/11/2022	Travel from LA office to home- requesting reimbursement equal to Southwest flight quote	\$163.75			\$	163.75
EXEC	Nunez,Amy	8/11/2022	8/11/2022	Travel dinner per diem for LA Office Work Trip for 1 day		\$23.00		\$	23.00
EXEC	Nunez,Amy	8/11/2022	8/11/2022	Travel breakfast per diem for LA Office Work Trip for 1 day		\$7.00		\$	7.00
EXEC	Nunez,Amy	8/11/2022	8/11/2022	Travel tip per diem for LA Office Visit for 1 day			\$5.00	\$	5.00
EXEC	Rahimitabar,Arayeh	7/30/2022	8/3/2022	Travel dinner per diem for CLEReg's Annual Conference - Lake Tahoe for 4 days		\$92.00		\$	92.00
EXEC	Rahimitabar,Arayeh	7/30/2022	8/3/2022	Travel lunch per diem for CLEReg's Annual Conference - Lake Tahoe for 2 days		\$22.00		\$	22.00
EXEC	Rahimitabar,Arayeh	7/30/2022	8/3/2022	Travel tip per diem for CLEReg's Annual Conference - Lake Tahoe for 5 days			\$25.00	\$	25.00
EXEC	Rahimitabar,Arayeh	7/31/2022	8/3/2022	Travel breakfast per diem for CLEReg's Annual Conference - Lake Tahoe for 4 days		\$7.00		\$	7.00
EXEC	Rahimitabar,Arayeh	8/2/2022	8/3/2022	Travel lunch per diem for CLEReg's Annual Conference - Lake Tahoe for 2 days		\$22.00		\$	22.00

EXEC	Rahimitabar, Arayeh	8/3/2022	8/3/2022	Travel breakfast per diem for CLereg's Annual Conference - Lake Tahoe for 1 day	\$7.00	\$	7.00
EXEC	Rosenberg, Rebecca	7/26/2022	7/28/2022	Travel dinner per diem - SF Office Visit for 1 day	\$23.00	\$	23.00
EXEC	Rosenberg, Rebecca	7/28/2022	7/28/2022	Travel dinner per diem - SF Office Visit for 1 day	\$23.00	\$	23.00
EXEC	Rosenberg, Rebecca	8/23/2022	8/24/2022	Travel lunch per diem - SF Office Visit for 1 day	\$11.00	\$	11.00
EXEC	Rosenberg, Rebecca	8/23/2022	8/24/2022	Travel dinner per diem - SF Office Visit for 1 day	\$23.00	\$	23.00
EXEC	Rosenberg, Rebecca	8/23/2022	8/24/2022	Travel dinner per diem - SF Office Visit for 1 day	\$7.00	\$	7.00
EXEC	Rosenberg, Rebecca	8/24/2022	8/24/2022	Travel breakfast per diem - SF Office Visit for 1 day	\$7.00	\$	7.00
EXEC	Rosenberg, Rebecca	8/24/2022	8/24/2022	Travel lunch per diem - SF Office Visit for 1 day	\$11.00	\$	11.00
EXEC	Rosenberg, Rebecca	8/24/2022	8/24/2022	Travel dinner per diem - SF Office Visit for 1 day	\$23.00	\$	23.00
EXEC	Salim, Reshid	8/29/2022	8/29/2022	Travel breakfast per diem - SF Office Visit for 1 day	\$7.00	\$	7.00
EXEC	Salim, Reshid	8/29/2022	8/29/2022	Travel lunch per diem - SF Office Visit for 1 day	\$11.00	\$	11.00
EXEC	Salim, Reshid	8/29/2022	8/29/2022	Travel dinner per diem - SF Office Visit for 1 day	\$23.00	\$	23.00

## 2022 Q3 Executive Pcard Travel Expense

Reporting Period: 7/1/2022 to 9/30/2022. Travel Account Only

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Anthony Garcia	30-Jun-22	4-Jul-22	\$ 163.97	HOTEL GRIFFON	Lodging for SA Shataka Shores-Brooks visit to SF Office	56110	D
EXEC	Arayeh Rahimitabar	31-Jul-22	1-Aug-22	\$ 98.38	UBER TRIP	Travel to BUR Airport to attend the CLereg's annual conference in So Lake Tahoe, NV.	56110	D
EXEC	Arayeh Rahimitabar	3-Aug-22	4-Aug-22	\$ 234.05	ENTERPRISE RENT-A-CAR	Transportation for CLereg's Annual Conference - Lake Tahoe	56110	D
EXEC	Arayeh Rahimitabar	3-Aug-22	5-Aug-22	\$ 10.00	HARDROCK HOTEL TAHOE	Travel tip per diem - CLereg's Annual Conference - Lake Tahoe	56110	C
EXEC	Arayeh Rahimitabar	3-Aug-22	5-Aug-22	\$ 784.68	HARDROCK HOTEL TAHOE	Lodging for CLereg's Annual Conference - Lake Tahoe	56110	D
EXEC	Audrey Ching	28-Sep-22	30-Sep-22	\$ 168.20	HYATT HOTELS	Lodging- Hotel Figueroa (Hotel Stay) for Work Visit to LA - Training for Admissions Staff - 1 day	56110	D
EXEC	Bridget Gramme	8-Sep-22	9-Sep-22	\$ 44.79	UBER TRIP	Uber from SFO to SF office	56110	D
EXEC	Bridget Gramme	9-Sep-22	9-Sep-22	\$ 64.80	UBER TRIP	Uber from office to OAK	56110	D
EXEC	Bridget Gramme	9-Sep-22	9-Sep-22	\$ 9.72	UBER TRIP	Travel tip for Uber from office to OAK	56110	D
EXEC	Bridget Gramme	9-Sep-22	12-Sep-22	\$ 32.00	SDIA AIRPORT PARKING	Parking for SF Office Work Trip - OPC Staff Meeting	56110	D
EXEC	Bridget Gramme	16-Sep-22	19-Sep-22	\$ 19.00	ACE PARKING 1332	Parking for California Lawyers Association Conference - Meeting with L. Wilson, E. Doherty, L. Abella	56110	D
EXEC	Christina Doell	29-Aug-22	31-Aug-22	\$ 137.97	SOUTHWES 5262159369654	Transportation - Airfare for Committee of Bar Examiners	56110	D
EXEC	Doan Nguyen	19-Jul-22	20-Jul-22	\$ 357.96	SOUTHWES 5262143405395	Travel to visit LA staff	56110	D
EXEC	Doan Nguyen	26-Jul-22	27-Jul-22	\$ 80.00	SOUTHWES 5269930639180	Change flight to visit LA staff	56110	C
EXEC	Donna Hershkowitz	7-Jul-22	11-Jul-22	\$ 81.00	BOB HOPE AIRPORT	Parking at Burbank Airport 7/5 - 7/7 for trip to SF Office	56110	D
EXEC	Donna Hershkowitz	7-Jul-22	12-Jul-22	\$ 348.75	HILTON PARC 55 S FRAN	Lodging for SF Office Visit	56110	D
EXEC	Donna Hershkowitz	31-Aug-22	2-Sep-22	\$ 42.00	V.S.P. PARKING BURBANK	Burbank Airport Parking	56110	D
EXEC	Donna Hershkowitz	31-Aug-22	5-Sep-22	\$ 192.70	CLUB QUARTERS SAN FRAN	Lodging for SF Office Visit	56110	D
EXEC	Donna Hershkowitz	15-Sep-22	19-Sep-22	\$ 42.00	V.S.P. PARKING BURBANK	Burbank Airport Parking	56110	D
EXEC	Donna Hershkowitz	15-Sep-22	19-Sep-22	\$ 269.88	AXIOM HOTEL	Loding for SF Office Visit	56110	D
EXEC	Elizabeth Hom	3-Aug-22	4-Aug-22	\$ 42.47	LYFT RIDE WED 6AM	Transportation - IOLTA Workshops	56110	D



EXEC	Elizabeth Hom	4-Aug-22	8-Aug-22	\$	658.62	MARRIOTT CHICAGO M MIL	Lodging for IOLTA Workshops	56110 D
EXEC	Elizabeth Hom	6-Aug-22	8-Aug-22	\$	45.92	LYFT RIDE SAT 4AM	Transportation - IOLTA Workshops	56110 D
EXEC	Hatem Khalek	11-Aug-22	15-Aug-22	\$	167.96	SOUTHWES 5262152896895	Transportation - Airfare for Matt Hart in IT for SF Office Visit	56110 D
EXEC	Hatem Khalek	12-Aug-22	15-Aug-22	\$	12.00	UNITED 0161587493137	Transportation - Airfare Seat Assignment for SF Office Visit	56110 C
EXEC	Hatem Khalek	29-Aug-22	30-Aug-22	\$	27.00	HOLLYWOOD BURBANK	Transportation - Parking for Matt Hart - SF Office Visit	56110 D
EXEC	Hatem Khalek	29-Aug-22	31-Aug-22	\$	20.00	JOHN WAYNE AIRPORT	Transportation - Parking - SF Office Visit	56110 D
EXEC	Hatem Khalek	30-Aug-22	30-Aug-22	\$	55.25	UBER TRIP	Transportation Tip - SF Office Visit	56110 D
EXEC	Hatem Khalek	30-Aug-22	31-Aug-22	\$	45.30	UBER TRIP	Transportation Tip - SF Office Visit	56110 D
EXEC	Justice Israel	8-Sep-22	12-Sep-22	\$	252.95	SOUTHWES 5262163155408	Transportation- Airfare - September Board Meeting (Flight mix-up/ Credit will be applied to future Bar travel)	56110 D
EXEC	Justice Israel	23-Sep-22	26-Sep-22	\$	312.98	SOUTHWES 5262168575843	Transportation - Airfare - September Board Return Flight	56110 D
EXEC	Kelly McNamara	30-Jun-22	4-Jul-22	\$	57.57	HOTEL GRIFFON	Chan Hotel Taxes Waived Credit (Stay 6/28-6/30/22)	56110 C
EXEC	Kelly McNamara	30-Jun-22	4-Jul-22	\$	37.14	HOTEL GRIFFON	Chan Hotel Stay Resort Fee x 2 days (stay 6/28-6/30/22)	56110 D
EXEC	Kelly McNamara	16-Sep-22	19-Sep-22	\$	649.66	GRAND HYATT SAN FRANCISC	Hotel 9/14-9/16/2022. Related to \$70 tax credit. Purpose: Unit meetings.	56110 D
EXEC	Kelly McNamara	17-Sep-22	19-Sep-22	\$	70.00	GRAND HYATT SAN FRANCISC	Tax Credit. Related to statement charge-hotel stay 9/14-9/16.	56110 C
EXEC	Leah Wilson	1-Jul-22	4-Jul-22	\$	182.96	SOUTHWES 5262137401062	Airfare for July Board meeting	56110 D
EXEC	Leah Wilson	18-Jul-22	19-Jul-22	\$	65.26	CURB SVC LOS ANGELE	Transportation - Burbank airport to Hotel Indigo for July Board meeting	56110 D
EXEC	Leah Wilson	20-Aug-22	22-Aug-22	\$	84.62	CURB SVC LOS ANGELE	Transportation from airport to hotel	56110 D
EXEC	Leah Wilson	26-Aug-22	29-Aug-22	\$	280.95	SOUTHWES 5262158390953	Flight from Oakland to San Diego for the California Lawyers Association Conference	56110 D
EXEC	Leah Wilson	30-Aug-22	1-Sep-22	\$	68.98	SOUTHWES 5262159770444	Transportation- Airfare to Burbank for September Board meeting	56110 D
EXEC	Leah Wilson	30-Aug-22	1-Sep-22	\$	68.98	SOUTHWES 5262159770115	Transportation- Airfare from Butrbank to San Jose for September Board meeting	56110 D
EXEC	Leah Wilson	15-Sep-22	16-Sep-22	\$	17.68	SQ ABEBAYEHU MAMO	Transportation - Taxi for CLA Annual Conference	56110 D
EXEC	Leah Wilson	20-Sep-22	22-Sep-22	\$	127.96	SOUTHWES 5262167497726	Transportation- Airfare for Leadership team Retreat	56110 D
EXEC	Michelle Cramton	25-Jul-22	27-Jul-22	\$	260.36	HOTEL GRIFFON	Loding for SF Office Visit	56110 D

EXEC	Michelle Cramton	28-Jul-22	1-Aug-22	\$	63.00	V.S.P. PARKING BURBANK	Parking for SF Office Visit	56110 D
EXEC	Michelle Cramton	28-Jul-22	1-Aug-22	\$	237.54	HOTEL GRIFFON	Hotel Final Invoice for 7/26/22-7/28/22 SF Office Visit	56110 D
EXEC	Ray Salim	23-Aug-22	25-Aug-22	\$	157.96	SOUTHWES 5262157492655	Travel back from SF office	56110 D
EXEC	Ray Salim	23-Aug-22	25-Aug-22	\$	4.99	LAX SMARTPARKING	Parking in LAX	56110 D
EXEC	Ray Salim	24-Aug-22	25-Aug-22	\$	19.50	LAXSHUTTLETIX.COM	Transportation to Airport	56110 D
EXEC	Ray Salim	25-Aug-22	29-Aug-22	\$	204.00	SOUTHWES 5262158216871	Transportation- Airfare for SF Office Visit	56110 D
EXEC	Ray Salim	29-Aug-22	30-Aug-22	\$	67.20	LYFT RIDE MON 8AM	Transportation - Lyft for SF Office Visit	56110 D
EXEC	Ray Salim	30-Aug-22	31-Aug-22	\$	10.00	LYFT INCREASE TIP	Travel tip per diem - SF Office Visit	56110 D
EXEC	Ray Salim	30-Aug-22	31-Aug-22	\$	55.27	LYFT RIDE MON 3PM	Transportation - Lyft for SF Office Visit	56110 D
EXEC	Rebecca Rosenberg	25-Jul-22	27-Jul-22	\$	285.29	HOTEL GRIFFON	Lodging for SF Office Visit	56110 D
EXEC	Rebecca Rosenberg	26-Jul-22	27-Jul-22	\$	86.25	SQ MOHAMMAD HAKIMI	Travel Staff - Oakland Airport to SF office	56110 D
EXEC	Rebecca Rosenberg	28-Jul-22	29-Jul-22	\$	86.25	SQ TRUSTY CAB	Travel Staff- SF office to Oakland Airport	56110 D
EXEC	Rebecca Rosenberg	28-Jul-22	1-Aug-22	\$	253.83	HOTEL GRIFFON	Travel Staff - SF Griffon Hotel charges after credit for deposit	56110 D
EXEC	Rebecca Rosenberg	29-Jul-22	1-Aug-22	\$	117.95	SOUTHWES 5262147717648	Travel to SF - Southwest flight	56110 D
EXEC	Rebecca Rosenberg	23-Aug-22	24-Aug-22	\$	288.78	HOTEL GRIFFON	Loding for SF Office Visit	56110 D
EXEC	Rebecca Rosenberg	23-Aug-22	25-Aug-22	\$	75.00	NEWTAXIPASS	Transportation - Taxi for SF Office Visit	56110 D
EXEC	Rebecca Rosenberg	24-Aug-22	25-Aug-22	\$	86.25	SQ TRUSTY CAB	Travel Staff- 180 Howard Street to Oakland Airport	56110 D
EXEC	Rebecca Rosenberg	24-Aug-22	26-Aug-22	\$	34.72	HOTEL GRIFFON	Total Hotel Griffon charges 288.78; -34.72 tax exemption	56110 C
EXEC	Rebecca Rosenberg	24-Aug-22	26-Aug-22	\$	18.57	HOTEL GRIFFON	Total Hotel Griffon charges 288.78; 18.57 standard amenities added	56110 D
EXEC	Rebecca Rosenberg	1-Sep-22	5-Sep-22	\$	117.95	SOUTHWES 5262160494339	Travel to SF - Southwest flight	56110 D
EXEC	Srinivasa Ayinaparth	12-Jul-22	13-Jul-22	\$	45.82	LYFT RIDE TUE 10AM	Lyft from LAX airport to LA office.	56110 D
EXEC	Srinivasa Ayinaparth	13-Jul-22	14-Jul-22	\$	20.91	LYFT RIDE TUE 5PM	LA office to Hotel	56110 D
EXEC	Srinivasa Ayinaparth	13-Jul-22	14-Jul-22	\$	26.96	LYFT RIDE WED 7AM	Hotel to LA office	56110 D
EXEC	Srinivasa Ayinaparth	13-Jul-22	15-Jul-22	\$	139.42	BEST WESTERN - HOLLYWOOD	Lodging in LA hotel	56110 D
EXEC	Srinivasa Ayinaparth	14-Jul-22	14-Jul-22	\$	44.93	UBER TRIP	Oakland airport to Home UberX	56110 D
EXEC	Srinivasa Ayinaparth	14-Jul-22	14-Jul-22	\$	5.84	UBER TRIP	Tip - UberX	56110 D
EXEC	Srinivasa Ayinaparth	14-Jul-22	14-Jul-22	\$	38.99	UBER TRIP	Tip - UberX	56110 D
EXEC	Srinivasa Ayinaparth	14-Jul-22	14-Jul-22	\$	6.73	UBER TRIP	Tip - Oakland airport to Home UberX	56110 D
EXEC	Tammy Campbell	19-Aug-22	22-Aug-22	\$	117.95	SOUTHWES 5262155934284	Flight for Program MGR MTG 09.21.22	56110 D
EXEC	Tammy Campbell	20-Sep-22	21-Sep-22	\$	43.67	LYFT RIDE TUE 8AM	Lyft Ride Airport to Hotel for Program Manager Meeting	56110 D
EXEC	Tammy Campbell	21-Sep-22	23-Sep-22	\$	213.94	HOTEL SHATTUCK PLAZA	Hotel stay for Program Manager Meeting	56110 D
EXEC	Tammy Campbell	22-Sep-22	22-Sep-22	\$	80.49	LYFT RIDE WED 4PM	Lyft Ride SF Office to airport for Program Manager Meeting	56110 D

## 2022 Q3 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 7/1/2022 to 9/30/2022

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description
EXEC	Ayinaparthi/Srinivasa Rao	-7775274102	7/1/2022	7/13/2022	SOUTHWEST AIRLINES	BUR/OAK	\$94.76	56110	EXEC Travel
EXEC	Ayinaparthi/Srinivasa Rao	7780323949	7/29/2022	8/1/2022	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$326.33	56110	EXEC Travel
EXEC	Ayinaparthi/Srinivasa Rao	7780435338	7/30/2022	8/15/2022	SOUTHWEST AIRLINES	OAK/BUR/ONT/OAK	\$132.53	56110	EXEC Travel
EXEC	Ayinaparthi/Srinivasa Rao	7788485294	9/8/2022	9/12/2022	SOUTHWEST AIRLINES	OAK/BUR/PHX/OAK	\$369.52	56110	EXEC Travel
EXEC	Ching/Audrey Bernadette	7785002702	8/23/2022	9/27/2022	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$113.52	56110	EXEC Travel
EXEC	Davtyan/Ellin	7780009714	7/28/2022	8/18/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$132.53	56110	EXEC Travel
EXEC	Davtyan/Ellin	7785478676	8/24/2022	8/30/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$286.43	56110	EXEC Travel
EXEC	Davtyan/Ellin	7786756407	8/31/2022	9/13/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$180.02	56110	EXEC Travel
EXEC	Gramme/Bridget Fogarty	7786255334	8/29/2022	9/8/2022	SOUTHWEST AIRLINES	SAN/SFO/OAK/SAN	\$276.93	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	-7774618899	6/28/2022	7/5/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$151.54	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	7783545930	8/16/2022	9/13/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$123.03	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	7783545937	8/16/2022	10/18/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$123.03	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	7783545943	8/16/2022	11/8/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$156.28	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	8992925605	8/28/2022	11/9/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$0.00	56110	EXEC Travel
EXEC	Hershkowitz/Donna Sue	8992925611	8/29/2022	10/18/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$0.00	56110	EXEC Travel
EXEC	Moawad/Steven James	7786347559	8/29/2022	11/1/2022	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$123.03	56110	EXEC Travel
EXEC	Nunez/Amy Carmen	7783545835	8/15/2022	8/22/2022	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$246.52	56110	EXEC Travel
EXEC	Nunez/Amy Carmen	7785478737	8/25/2022	9/27/2022	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$113.52	56110	EXEC Travel
EXEC	Rahimitabar/Arayeh	7791256369	9/21/2022	10/3/2022	SOUTHWEST AIRLINES	BUR/OAK	\$142.26	56110	EXEC Travel
EXEC	Rahimitabar/Arayeh	7791256370	9/21/2022	10/6/2022	SOUTHWEST AIRLINES	SFO/BUR	\$94.76	56110	EXEC Travel
BOT	Shelby/Melanie Makeba	-7776915334	7/12/2022	7/20/2022	SOUTHWEST AIRLINES	SMF/BUR/SMF	\$189.53	56140	EXEC Travel
BOT	Shelby/Melanie Makeba	7788994929	9/12/2022	9/21/2022	SOUTHWEST AIRLINES	SMF/BUR/LAX/SMF	\$256.03	56140	EXEC Travel
BOT	Stallings/Brandon Neil	7789647848	9/14/2022	9/17/2022	SOUTHWEST AIRLINES	BUR/SJC/SAN/SJC/BUR	\$405.13	56140	EXEC Travel
BOT	Toney/Mark Warren	7787834613	9/6/2022	9/21/2022	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$259.83	56140	EXEC Travel