



The State Bar of California

OPEN SESSION AGENDA ITEM 50-3 MAY 2023 AUDIT COMMITTEE III.A

DATE: May 18, 2023

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2023 Quarter One 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 2023 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 2023.

DISCUSSION

None

FISCAL/PERSONNEL IMPACT

None

AMENDMENTS TO RULES

None

AMENDMENTS TO BOARD OF TRUSTEES POLICY MANUAL

None

STRATEGIC PLAN GOALS & IMPLEMENTATION STEPS

None – compliance

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 2023 Board and management travel expense report in the form presented this day before the committee, for the three months ended March 31, 2023.

Should the Board of Trustees concur in the proposed action, passage of the following resolution is recommended:

RESOLVED, that the Board of Trustees, upon recommendation of the Audit Committee, approves the first quarter of 2023 Board and management travel expense report in the form presented this day before the Board, for the three months ended March 31, 2023.

ATTACHMENTS LIST

- A. 2023 Q1 Executive/Board of Trustee Travel Expense
- B. 2023 Q1 Senior Executive Pcard Travel Expense
- C. 2023 Q1 Executive/Board of Trustee Direct-Bill Travel Expense

2023 Q1 Executive/Board of Trustee Travel Expense

Reporting Period: 1/1/2023 to 3/31/2023. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Gramme,Bridget	1/26/2023	1/28/2023	Travel incidentals - OPC and JNE Meeting for 3 days				\$ 15.00	\$ 15.00
EXEC	Gramme,Bridget	1/26/2023	1/28/2023	Transportation - BART fare- OAK to SF office for OPC Meeting		\$ 20.00			\$ 20.00
EXEC	Gramme,Bridget	1/26/2023	1/28/2023	Travel dinner per diem - JNE Meeting for 2 days			\$ 46.00		\$ 46.00
EXEC	Gramme,Bridget	1/26/2023	1/28/2023	Travel dinner per diem - OPC and JNE Meeting - for 1 day			\$ 7.00		\$ 7.00
EXEC	Gramme,Bridget	1/26/2023	1/28/2023	Travel mileage - Drive to and from airport for OPC and JNE		\$ 24.50			\$ 24.50
EXEC	Gramme,Bridget	1/28/2023	1/28/2023	Travel lunch per diem - OPC and JNE meeting for 1 day			\$ 11.00		\$ 11.00
EXEC	Gramme,Bridget	1/28/2023	1/28/2023	Transportation - Uber from SF office to OAK after JNE meeting		\$ 61.11			\$ 61.11
EXEC	Gramme,Bridget	2/16/2023	2/18/2023	Travel dinner per diem - JNE Meeting for 2 days			\$ 46.00		\$ 46.00
EXEC	Gramme,Bridget	2/16/2023	2/18/2023	Travel incidentals - JNE Meeting for 3 days				\$ 15.00	\$ 15.00
EXEC	Gramme,Bridget	2/18/2023	2/18/2023	Travel lunch per diem - JNE Meeting for 1 day			\$ 11.00		\$ 11.00
EXEC	Hom,Elizabeth	2/10/2023	2/11/2023	Travel Mileage - Round trip mileage from home to Stanford Law School for Access to Justice Symposium		\$ 45.85			\$ 45.85
EXEC	Hom,Elizabeth	2/11/2023	2/11/2023	Travel Mileage - Round trip mileage from home to Stanford Law School for Access to Justice Symposium		\$ 45.85			\$ 45.85
EXEC	Hom,Elizabeth	2/11/2023	2/11/2023	Transportation -Parking for Stanford Law School for Access to Justice Symposium		\$ 15.96			\$ 15.96
EXEC	Lawrence,Melanie	2/27/2023	2/28/2023	Travel Mileage - Cash reimbursement, mileage to and from APPA conference, two days		\$ 95.89			\$ 95.89
EXEC	Lawrence,Melanie	3/1/2023	3/2/2023	Transportation - APPA conference parking		\$ 35.20			\$ 35.20
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Airfare - SFO to LAX - LA Office Visit		\$ 63.98			\$ 63.98
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Travel incidentals - LA Office Visit for 4 days				\$ 20.00	\$ 20.00
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Travel lunch - LA Office Visit per diem for 2 days			\$ 22.00		\$ 22.00
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Travel dinner per diem - LA Office Visit for 3 days			\$ 69.00		\$ 69.00
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Transportation - Yellow Cab -LAX to office		\$ 65.00			\$ 65.00
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Transportation - Lyft - Home to SFO		\$ 31.49			\$ 31.49
EXEC	Mazer,Steven	1/17/2023	1/20/2023	Travel breakfast per diem - LA Office Visit for 4 days			\$ 28.00		\$ 28.00
EXEC	Mazer,Steven	1/18/2023	1/20/2023	Hotel Stay -LA Hotel - LA Office Visit for 3 nights	\$ 547.05				\$ 547.05
EXEC	Mazer,Steven	1/20/2023	1/20/2023	Airfare - LAX to SFO - LA Office Visit		\$ 128.98			\$ 128.98
EXEC	Mazer,Steven	1/20/2023	1/20/2023	Transportation - Yellow Cab -Office to LAX - LA Office Visit		\$ 61.00			\$ 61.00
EXEC	Mazer,Steven	1/20/2023	1/20/2023	Transportation - SFO to Home - LA Office Visit		\$ 45.91			\$ 45.91
EXEC	Wilson,Leah	1/16/2023	1/18/2023	Hotel Stay - Cash reimbursement request for stay at the intercontinental hotel (January Board meeting)	\$ 546.00				\$ 546.00

Total	\$2,124
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Combined Travel Expense Total	
Executive & Board Travel	\$2,124
Executive PCard	\$4,999
Direct Bill	\$1,874
Total Q1'23	\$8,997

2023 Q1 Executive Pcard Travel Expense

Reporting Period: 1/1/2023 to 3/31/2023. Travel Account Only

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Alfredo Hernandez	17-Jan-23	19-Jan-23	\$ 404.00	INDIGO LA DOWNTOWN	Hotel Stay - Brandon Stallings for Jan 2023 BOT Meeting for 2 days	56110	D
EXEC	Alfredo Hernandez	17-Jan-23	19-Jan-23	\$ 414.00	HYATT HOTELS	Hotel Stay- Mark Toney for Jan 2023 BOT Meeting for 2 days	56110	D
EXEC	Alfredo Hernandez	17-Jan-23	19-Jan-23	\$ 404.00	INDIGO LA DOWNTOWN	Hotel Stay - Mark Broughton for Jan 2023 BOT Meeting for 2 days	56110	D
EXEC	Alfredo Hernandez	17-Jan-23	19-Jan-23	\$ 404.00	INDIGO LA DOWNTOWN	Hotel Stay - Melanie Shelby for Jan 2023 BOT Meeting for 2 days	56110	D
EXEC	Alfredo Hernandez	17-Jan-23	19-Jan-23	\$ 404.00	INDIGO LA DOWNTOWN	Hotel Saty - Ruben Duran for Jan 2023 BOT Meeting for 2 days	56110	D
EXEC	Alfredo Hernandez	20-Jan-23	23-Jan-23	\$ 40.00	INDIGO LA DOWNTOWN	Hotel Stay - Resort Fee Charge Back for Brandon Stallings for 2 days	56110	C
EXEC	Alfredo Hernandez	21-Jan-23	23-Jan-23	\$ 40.00	INDIGO LA DOWNTOWN	Hotel Stay - Resort Fee Charge Back for Melanie Shelby for 2 days	56110	C
EXEC	Alfredo Hernandez	25-Jan-23	27-Jan-23	\$ 40.00	INDIGO LA DOWNTOWN	Hotel Stay - Resort Fee for Melanie Shelby for 2 days	56110	D
EXEC	Bridget Gramme	24-Jan-23	25-Jan-23	\$ 96.00	SDIA AIRPORT PARKING ONLI	Transportation - San Diego Airport Parking; OPC and JNE Meeting for 3 days	56110	D
EXEC	Bridget Gramme	17-Feb-23	20-Feb-23	\$ 59.91	UBER TRIP	Transportation - OAK to hotel- JNE Meeting	56110	D
EXEC	Bridget Gramme	18-Feb-23	20-Feb-23	\$ 61.46	UBER TRIP	Transportation - Office to OAK -- JNE Meeting	56110	D
EXEC	Bridget Gramme	18-Feb-23	20-Feb-23	\$ 12.29	UBER TRIP	Transportation Tip - Office to OAK - JNE Meeting	56110	D
EXEC	Bridget Gramme	19-Feb-23	20-Feb-23	\$ 40.69	UBER TRIP	Transportation - SAN airport- home - JNE Meeting	56110	D
EXEC	Donna Hershkowitz	20-Mar-23	22-Mar-23	\$ 22.00	V S P PARKING BURBANK	Transportation - Parking fee; travel to SF Office Visit for 1 day	56110	D
EXEC	Elizabeth Hom	1-Mar-23	2-Mar-23	\$ 40.39	LYFT RIDE WED 7AM	Transportation - Lyft - LA Office Visit (airport to LA Office)	56110	D
EXEC	Elizabeth Hom	1-Mar-23	2-Mar-23	\$ 25.56	LYFT RIDE WED 11AM	Transportation - Lyft - LA Office Visit (Office to COAF Film Project)	56110	D
EXEC	Elizabeth Hom	1-Mar-23	2-Mar-23	\$ 47.19	LYFT RIDE WED 5AM	Transportation - Lyft - LA Office Visit (home to airport)	56110	D
EXEC	Elizabeth Hom	2-Mar-23	2-Mar-23	\$ 61.08	LYFT RIDE WED 6PM	Transportation - Lyft - LA Office Visit (airport to home)	56110	D
EXEC	Elizabeth Hom	2-Mar-23	2-Mar-23	\$ 21.46	LYFT RIDE WED 3PM	Transportation - Lyft - LA Office Visit (COAF to airport)	56110	D

EXEC	Hatem Khalek	5-Feb-23	7-Feb-23	\$	422.80	DELTA AIR 0062363082193	Transportation - Airfare - Roundtrip LA office & SF Office	56110	D
EXEC	Hatem Khalek	7-Feb-23	8-Feb-23	\$	51.50	UBER TRIP	Transportation - Uber fare - SF Office Visit	56110	D
EXEC	Hatem Khalek	8-Feb-23	9-Feb-23	\$	13.49	UBER TRIP	Staff Travel - Uber fare in SF - SF Office Visit	56110	D
EXEC	Hatem Khalek	8-Feb-23	10-Feb-23	\$	120.00	P3 LAX SMARTPARKING	Transportation - Airport All day Parking for Staff - SF Office Visit	56110	D
EXEC	Hatem Khalek	8-Feb-23	10-Feb-23	\$	237.41	HILTON PARC 55 S FRAN	Hotel Stay - SF Office Visit for 1 day	56110	D
EXEC	Hatem Khalek	8-Feb-23	14-Feb-23	\$	26.90	HILTON PARC 55 S FRAN	Hotel Stay - SF Office Visit for 1 day	56110	C
EXEC	Hatem Khalek	9-Feb-23	9-Feb-23	\$	12.98	UBER TRIP	Transportation - Uber fare - SF Office Visit	56110	D
EXEC	Hatem Khalek	9-Feb-23	10-Feb-23	\$	1.00	HILTON GLOBAL FND/TMAF	No receipt - \$1 Hilton Global Fund, mandatory charge.	56110	D
EXEC	Hatem Khalek	9-Feb-23	10-Feb-23	\$	38.90	UBER TRIP	Transportation- Uber fare- SF Office to SFO - SF Office Visit	56110	D
EXEC	Hatem Khalek	15-Feb-23	17-Feb-23	\$	377.80	DELTA AIR 0062365279728	Transportation - Airfare - SF Office visit	56110	D
EXEC	Hatem Khalek	21-Feb-23	22-Feb-23	\$	61.66	UBER TRIP	Transportation - Uber fare -SFO to SF Office Visit	56110	D
EXEC	Hatem Khalek	21-Feb-23	22-Feb-23	\$	119.99	LAX SMARTPARKING RES	Transportation - Airport All day Parking for SF Office Visit	56110	D
EXEC	Hatem Khalek	22-Feb-23	22-Feb-23	\$	12.96	UBER TRIP	Transportation - Uber fare - SF Office to Hotel - SF Office Visit	56110	D
EXEC	Hatem Khalek	22-Feb-23	23-Feb-23	\$	14.92	UBER TRIP	Transportation - Uber fare in SF - SF Office Visit	56110	D
EXEC	Hatem Khalek	22-Feb-23	24-Feb-23	\$	245.01	HILTON PARC 55 S FRAN	Hotel Stay - SF Office Visit for 1 day	56110	D
EXEC	Hatem Khalek	23-Feb-23	24-Feb-23	\$	41.93	UBER TRIP	Transportation - Uber fare - SF Office to OAK	56110	D
EXEC	Hatem Khalek	23-Feb-23	24-Feb-23	\$	1.00	HILTON GLOBAL FND/TMAF	No receipt - \$1 Hilton Global Fund, mandatory charge - Personal Check Issued for Reimbursement.	56110	D
EXEC	Hatem Khalek	24-Feb-23	27-Feb-23	\$	6.28	UBER TRIP	Transportation- Uber fare - SF Office Visit	56110	D
EXEC	Leah Wilson	1-Jan-23	3-Jan-23	\$	202.96	SOUTHWES 5262403398080	Transportation - Airfare - Las Vegas airport to Burbank airport -Jan 2023 BOT for 4 days	56110	D
EXEC	Leah Wilson	18-Jan-23	20-Jan-23	\$	137.96	SOUTHWES 5262410518436	Transportation - Airfare - OAK airport to San Diego airport - WSBA conference for 3 days	56110	D
EXEC	Leah Wilson	27-Mar-23	29-Mar-23	\$	18.00	ESQUIRE PLAZA GARAGE	Parking fee for attending Chief's Justice's Inaugural State of the Judiciary for 1 day	56110	D
EXEC	Leah Wilson	27-Mar-23	29-Mar-23	\$	257.96	SOUTHWES 5262436338792	Airfare for JNE Commission Meeting for 2 days	56110	D
EXEC	Leah Wilson	29-Mar-23	30-Mar-23	\$	44.10	SQ YONAS MEHARI GHILIU	Transportation- Cab fare -SD Airport to Hyatt Hotel for 1 day	56110	D
				Subtotal	\$	5,106			
				Credits	\$	(107)			
				Total	\$	4,999			

2023 Q1 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 1/1/2023 to 3/31/2023

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
EXEC	Ayinaparthi/Srinivasa Rao	4271209S	3/3/2023	3/7/2023	SOUTHWEST AIRLINES	SJC/BUR/OAK	\$408.05	56110	EXEC Travel	Trip cancelled per exec.
EXEC	Davtyan/Ellin	4212614S	12/28/2022	1/24/2023	SOUTHWEST AIRLINES	BUR/SFO/BUR	\$115.42	56110	EXEC Travel	Transportation - SF Office Visit
EXEC	Davtyan/Ellin	4283279S	3/16/2023	3/27/2023	SOUTHWEST AIRLINES	BUR/SMF/BUR	\$351.05	56110	EXEC Travel	Transportation - Inaugural State of the Judiciary Address and Reception Conference
EXEC	Gramme/Bridget Fogarty	4228060S	1/19/2023	1/26/2023	SOUTHWEST AIRLINES	SAN/OAK/SAN	\$246.54	56110	EXEC Travel	Transportation - OPC and JNE meeting for 2 days
EXEC	Gramme/Bridget Fogarty	4243245S	2/3/2023	2/16/2023	SOUTHWEST AIRLINES	SAN/OAK/SAN	\$430.85	56110	EXEC Travel	Transportation - JNE meeting in SF for 2 days
EXEC	Hom/Elizabeth A	4258194S	2/21/2023	3/1/2023	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$322.54	56110	EXEC Travel	Transportation - LA office visit and COAF video project meetings for 1 day
Total							\$1,874			