



The State Bar of California

OPEN SESSION AGENDA ITEM 50-4 SEPTEMBER 2023 AUDIT COMMITTEE III.A

DATE: September 21, 2023

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of Quarter Two 2023 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 September 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 reflect expenses incurred from April to June 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 second quarter of 2023 Board and management travel expense report in the form presented this day, for the three months ended June 30, 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 second quarter of 2023 Board and management travel expense report in the form presented this day, for the three months ended June 30, 2023.

ATTACHMENTS LIST

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

2023 Q2 Executive/Board of Trustee Travel Expense

Reporting Period: 4/1/2023 to 6/30/2023. Expense Report Reimbursement Only

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Malaowala,Tara	6/21/2023	6/22/2023	June 2023 CBE Meeting Travel lunch per diem 2 days			\$ 22.00		\$ 22.00
EXEC	Malaowala,Tara	6/21/2023	6/23/2023	June 2023 CBE Meeting Travel dinner per diem 3 nights			\$ 69.00		\$ 69.00
EXEC	Malaowala,Tara	6/22/2023	6/22/2023	June 2023 CBE Meeting Travel breakfast per diem 1 day			\$ 7.00		\$ 7.00
EXEC	Malaowala,Tara	6/22/2023	6/23/2023	June 2023 CBE Meeting Travel incidentals reimbursement 2				\$ 10.00	\$ 10.00
EXEC	Mazer,Steven	6/19/2023	6/19/2023	Taxi from LAX to LA office for LA office visit		\$ 66.00			\$ 66.00
EXEC	Mazer,Steven	6/19/2023	6/19/2023	Lyft from home to SFO for LA office visit		\$ 42.89			\$ 42.89
EXEC	Mazer,Steven	6/19/2023	6/19/2023	Southwest flight from SFO to LAX for LA office visit		\$ 158.98			\$ 158.98
EXEC	Mazer,Steven	6/19/2023	6/21/2023	LA office visit - dinner per diem for 3 nights from 6/19-6/21			\$ 69.00		\$ 69.00
EXEC	Mazer,Steven	6/19/2023	6/22/2023	LA office visit - incidentals reimbursement for 4 days from 6/19-6/22				\$ 20.00	\$ 20.00
EXEC	Mazer,Steven	6/20/2023	6/22/2023	LA office visit - lunch per diem for 3 days from 6/19-6/21			\$ 33.00		\$ 33.00
EXEC	Mazer,Steven	6/20/2023	6/22/2023	LA office visit - breakfast per diem for 3 days from 6/19-6/22			\$ 21.00		\$ 21.00
EXEC	Mazer,Steven	6/20/2023	6/22/2023	3 night stay at Indigo hotel for LA office visit from 6/19-6/21	\$ 585.00				\$ 585.00
EXEC	Mazer,Steven	6/22/2023	6/22/2023	Southwest flight from LAX to SFO from LA office visit		\$ 213.98			\$ 213.98
EXEC	Mazer,Steven	6/22/2023	6/22/2023	Lyft from SFO to home from LA office visit		\$ 47.49			\$ 47.49
EXEC	Mazer,Steven	6/22/2023	6/22/2023	Taxi from LA office to LAX		\$ 61.00			\$ 61.00
EXEC	Montoya-Chico,Aracely	5/17/2023	5/17/2023	Lyft ride from home to SFO airport for May BOT meeting		\$ 57.69			\$ 57.69
EXEC	Montoya-Chico,Aracely	5/17/2023	5/18/2023	LA BOT Meeting - 2 nights dinner per diem 5/18-5/19			\$ 46.00		\$ 46.00
EXEC	Montoya-Chico,Aracely	5/17/2023	5/17/2023	Airfare travel for May BOT 5/18-5/19		\$ 301.45			\$ 301.45
EXEC	Montoya-Chico,Aracely	5/17/2023	5/19/2023	LA BOT Meeting - Incidentals 3 days 5/18-5/20				\$ 15.00	\$ 15.00
EXEC	Montoya-Chico,Aracely	5/17/2023	5/17/2023	Lyft ride from LAX to hotel for May BOT meeting		\$ 37.66			\$ 37.66
EXEC	Montoya-Chico,Aracely	5/18/2023	5/19/2023	Lodging 2 nights for May BOT meeting 5/17-5/19	\$ 394.58				\$ 394.58
EXEC	Montoya-Chico,Aracely	5/19/2023	5/19/2023	Lyft ride from SFO to home after May BOT meeting		\$ 37.91			\$ 37.91
EXEC	Montoya-Chico,Aracely	5/19/2023	5/19/2023	Lyft ride from LA office to LAX after May BOT meeting		\$ 50.66			\$ 50.66
EXEC	Nunez,Amy	6/21/2023	6/21/2023	June 2023 CBE Meeting travel by personal car. Partial reimbursement; equal to airline ticket through Southwest.		\$ 312.44			\$ 312.44
EXEC	Nunez,Amy	6/21/2023	6/22/2023	June 2023 CBE Meeting Travel lunch per diem 2 days			\$ 22.00		\$ 22.00
EXEC	Nunez,Amy	6/21/2023	6/24/2023	June 2023 CBE Meeting Travel breakfast per diem 4 days			\$ 28.00		\$ 28.00
EXEC	Nunez,Amy	6/21/2023	6/24/2023	June 2023 CBE Meeting Travel incidentals reimbursement 4			\$ 20.00		\$ 20.00
EXEC	Nunez,Amy	6/24/2023	6/24/2023	June 2023 CBE Meeting Travel lunch per diem 1 day			\$ 11.00		\$ 11.00
Total									\$2,761

Combined Travel Expense Total	
Executive & Board Travel	\$2,761
Executive PCard	\$7,060
Direct Bill	\$2,652
Total Q2'23	\$12,472

2023 Q2 Executive Pcard Travel Expense

Reporting Period: 4/1/2023 to 6/30/2023. Travel Account Only

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Alfredo Hernandez	15-May-23	18-May-23	\$ 1,008.56	IC LA DOWNTOWN B4CKIN	Leah Wilson's 4 nights hotel and resort fee for the May 2023 in person Board meeting, in Los Angeles from 5/15-5/19	56110	D
EXEC	Alfredo Hernandez	16-May-23	18-May-23	\$ 444.00	OMNI LOS ANGELES FRONT	Brandon Stallings's 2 nights hotel and resort fee for the May 2023 in person Board meeting, in Los Angeles 5/17-5/19	56110	D
EXEC	Alfredo Hernandez	16-May-23	18-May-23	\$ 444.00	OMNI LOS ANGELES FRONT	Melanie Shelby's 2 nights hotel and resort fee for the May 2023 in person Board meeting, in Los Angeles 5/17-5/19	56110	D
EXEC	Alfredo Hernandez	16-May-23	18-May-23	\$ 525.00	MILLENNIUM BILTMORE LOS A	Mark Toney's 2 nights hotel and resort fee for the May 2023 in person Board meeting, in Los Angeles 5/17-5/19.	56110	D
EXEC	Alfredo Hernandez	16-May-23	18-May-23	\$ 444.00	OMNI LOS ANGELES FRONT	Ruben Duran's 2 night hotel and resort fee for the May 2023 in person Board meeting, in Los Angeles 5/17-5/19	56110	D
EXEC	Amy Nunez	24-Jun-23	26-Jun-23	\$ 641.77	HYATT HOTELS	Hotel stay for 3 nights for June 2023 In-Person CBE Meeting & Staff Meetings in LA 6/21-6/24	56110	D
EXEC	Amy Nunez	24-Jun-23	29-Jun-23	\$ (52.02)	HYATT HOTELS	Tax adjustment for hotel stay for 3 nights for June 2023 In-Person CBE Meeting & Staff Meetings in LA 6/21-6/24	56110	C
EXEC	Bridget Gramme	3-Apr-23	5-Apr-23	\$ 211.70	HILTON CHECKERS LOS ANGE	Concur confirmation of Hilton Checkers reservation for Elgin Webb stay to staff JNE Commission meeting on 4/13 & 4/14. Reservation ultimately cancelled, no final invoice was issued. Credit posted in April.	56110	D
EXEC	Bridget Gramme	3-Apr-23	5-Apr-23	\$ 211.70	HILTON CHECKERS LOS ANGE	Concur confirmation of Hilton Checkers reservation for Sharon Cortez stay to staff JNE Commission meeting on 4/13 & 4/14. Reservation ultimately cancelled, no final invoice was issued. Credit for cancellation has not yet posted.	56110	D
EXEC	Bridget Gramme	14-Apr-23	17-Apr-23	\$ 211.48	INDIGO LA DOWNTOWN	Hotel Indigo stay for Elgin Webb to staff JNE Commission meeting on 4/13 & 4/14. Credit for eligible tax exemptions sought. Any credits are anticipated to post separately in May.	56110	D
EXEC	Bridget Gramme	14-Apr-23	17-Apr-23	\$ 211.48	INDIGO LA DOWNTOWN	Hotel Indigo stay for Sharon Cortez to staff JNE Commission meeting on 4/13 & 4/14. Credit applying tax exemptions anticipated to post separately in May.	56110	D

EXEC	Bridget Gramme	26-Apr-23	1-May-23	\$	(211.70)	HILTON CHECKERS LOS ANGE	Concur confirmation of cancellation of Elgin Webb's Hilton Checkers hotel reservation.	56110	C
EXEC	Bridget Gramme	12-May-23	15-May-23	\$	(4.48)	INDIGO LA DOWNTOWN	tax credit reflecting tax exempt status for Sharon Lim Cortez's lodging at Indigo Hotel on 4/13/23	56110	C
EXEC	Bridget Gramme	17-May-23	19-May-23	\$	(211.70)	HILTON CHECKERS LOS ANGE	credit for cancellation of Sharon Lim Cortez's 4/13/23 Hilton Checkers LA hotel reservation	56110	C
EXEC	Elizabeth Hom	1-Jun-23	2-Jun-23	\$	51.59	LYFT RIDE THU 7AM	Lyft transportation from home to SFO airport to attend EOB MCLE meeting	56110	D
EXEC	Elizabeth Hom	1-Jun-23	2-Jun-23	\$	14.86	LYFT RIDE THU 10AM	Lyft transportation from Burbank airport to meeting on EOB MCLE	56110	D
EXEC	Elizabeth Hom	2-Jun-23	5-Jun-23	\$	200.00	INDIGO LA DOWNTOWN	Hotel 1 night stay for COAF meeting	56110	D
EXEC	Elizabeth Hom	4-Jun-23	5-Jun-23	\$	38.88	LYFT RIDE SAT 9PM	Lyft from SFO airport to home - return from EOB MCLE	56110	D
EXEC	Elizabeth Hom	14-Jun-23	15-Jun-23	\$	36.32	LYFT RIDE WED 7AM	Lyft from Burbank airport to LA office	56110	D
EXEC	Elizabeth Hom	15-Jun-23	15-Jun-23	\$	36.31	LYFT RIDE WED 6PM	Lyft from fellowship event to Burbank airport	56110	D
EXEC	Elizabeth Hom	14-Jun-23	15-Jun-23	\$	49.47	LYFT RIDE WED 4AM	Lyft from home to SFO to attend fellowship mixer	56110	D
EXEC	Elizabeth Hom	15-Jun-23	16-Jun-23	\$	55.45	LYFT RIDE WED 9PM	Lyft from OAK airport to home to attend fellowship mixer	56110	D
EXEC	Ellin Davtyan	28-Jun-23	30-Jun-23	\$	487.80	STANFORD COURT HOTEL	2 night hotel stay - visit to San Francisco State Bar Office	56110	D
EXEC	Leah Wilson	31-Mar-23	3-Apr-23	\$	617.86	HYATT REGENC MISSNBAY&RE	Hotel reservation for Western States Bar Conference in San Diego	56110	D
EXEC	Leah Wilson	9-Apr-23	11-Apr-23	\$	22.04	SOUTHWES 5262441418279	Flight from Oakland to Burbank for JNE	56110	D
EXEC	Leah Wilson	14-Apr-23	17-Apr-23	\$	207.00	INDIGO LA DOWNTOWN	Indigo hotel 1 night for JNE meeting 4/13-4/14	56110	D
EXEC	Leah Wilson	13-Apr-23	18-Apr-23	\$	367.95	SOUTHWES 5262442855965	Flight from Oakland to Burbank for CABL Annual Conference	56110	D
EXEC	Leah Wilson	1-May-23	3-May-23	\$	257.96	SOUTHWES 5262449443923	Flight from Oakland to Burbank airport for May 2023 Board of Trustees meeting	56110	D
EXEC	Leah Wilson	1-May-23	3-May-23	\$	367.95	SOUTHWES 5262449443434	Flight from Oakland to Burbank for Employee Appreciation Event	56110	D
EXEC	Leah Wilson	10-May-23	12-May-23	\$	9.00	CITYOFSAC_PARKNGGARAGE	Parking fee at the State Capitol for meeting with Legislators	56110	D
EXEC	Srinivasa Ayinaparthi	23-May-23	24-May-23	\$	38.00	OAKPARKINGRESERVATION	OAK airport parking for LA office visit	56110	D
EXEC	Srinivasa Ayinaparthi	24-May-23	25-May-23	\$	6.59	UBER TRIP	Uber tip from Burbank airport to hotel for LA	56110	D
EXEC	Srinivasa Ayinaparthi	24-May-23	25-May-23	\$	43.96	UBER TRIP	Uber from Burbank airport to hotel for LA visit	56110	D
EXEC	Srinivasa Ayinaparthi	26-May-23	26-May-23	\$	52.74	LYFT RIDE WED 5PM	Uber from LA office to Burbank airport	56110	D
EXEC	Srinivasa Ayinaparthi	24-May-23	26-May-23	\$	207.00	INDIGO LA DOWNTOWN	Hotel 1 night stay for LA office visit	56110	D
EXEC	Steven Moawad	28-May-23	30-May-23	\$	496.97	SOUTHWES 5262458824783	Round trip flight from Burbank airport to MSP to attend NOBC Annual Conference 8/1-8/4	56110	D

Subtotal	\$	7,539
Credits	\$	(480)
Total	\$	7,060

2023 Q2 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 4/1/2023 to 6/30/2023

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
EXEC	Davtyan/Ellin	4349047S	5/20/2023	5/23/2023	SOUTHWEST AIRLINES	BUR/SMF/BUR	\$ 417.55	56110	EXEC Travel	Travel to Sacramento to attend legislative staff meeting
EXEC	Davtyan/Ellin	4362224S	6/6/2023	6/26/2023	SOUTHWEST AIRLINES	BUR/SFO/BUR	\$ 208.55	56110	EXEC Travel	SF office visit
BOT	Good/Sarah A	4298304S	3/31/2023	5/17/2023	SOUTHWEST AIRLINES	SFO/BUR	\$ 60.58	56140	BOT Travel	To attend May 2023 BOT Meeting
EXEC	Hom/Elizabeth A	4341042S	5/11/2023	6/1/2023	SOUTHWEST AIRLINES	SFO/BUR	\$ 90.02	56110	EXEC Travel	To attend COAF meeting
EXEC	Hom/Elizabeth A	4357443S	5/31/2023	6/14/2023	SOUTHWEST AIRLINES	SFO/BUR/OAK	\$ 246.55	56110	EXEC Travel	To attend fellowship mixer
EXEC	Malaowala/Tara Midori	4347430S	5/18/2023	6/21/2023	SOUTHWEST AIRLINES	OAK/BUR	\$ 99.53	56110	EXEC Travel	To attend June 2023 CBE Meeting
EXEC	Malaowala/Tara Midori	4368705S	6/13/2023	8/10/2023	SOUTHWEST AIRLINES	OAK/DEN/OAK	\$ 440.35	56110	EXEC Travel	To attend the NCBE/CBAA conference
BOT	Shelby/Melanie Makeba	4327938S	4/28/2023	5/17/2023	SOUTHWEST AIRLINES	SMF/BUR/LAX/SN	\$ 232.30	56140	BOT Travel	To attend May 2023 BOT Meeting
BOT	Stallings/Brandon Neil	4376728S	6/23/2023	6/26/2023	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$ 398.54	56140	BOT Travel	To meet with the Chief Justice
BOT	Toney/Mark Warren	4314086S	4/17/2023	5/17/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 155.35	56140	BOT Travel	To attend May 2023 BOT Meeting
BOT	Toney/Mark Warren	4319116S	4/20/2023	5/17/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 302.60	56140	BOT Travel	To attend May 2023 BOT Meeting
Total							\$ 2,652			