



# The State Bar of California

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## **OPEN SESSION AGENDA ITEM 50-12 NOVEMBER 2023 AUDIT COMMITTEE III.A**

**DATE:** November 16, 2023

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

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

**SUBJECT:** Approval of Quarter Three 2023 Board and Management Travel Expenses 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 2023 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 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 third quarter of 2023 Board and Management Travel expense report in the form presented this day, for the three months ended September 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 third quarter of 2023 Board and Management Travel expense report in the form presented this day, for the three months ended September 30, 2023.

## **ATTACHMENTS LIST**

- A. 2023 Q3 Executive/Board of Trustee Travel Expense
- B. 2023 Q3 Senior Executive Pcard Travel Expense
- C. 2023 Q3 Executive/Board of Trustee Direct-Bill Travel Expense

## 2023 Q3 Executive/Board of Trustee Travel Expense

Reporting Period: 7/1/2023 to 9/30/2023.

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc.	Total
EXEC	Brooker,Susan	8/9/2023	8/9/2023	Lunch Per diem for SF Trip - August 9 to Meet with SF Team			\$ 11.00		\$11.00
EXEC	Brooker,Susan	8/9/2023	8/9/2023	Breakfast Per diem for SF Trip - August 9 to Meet with SF Team			\$ 7.00		\$7.00
EXEC	Brooker,Susan	8/9/2023	8/9/2023	SF Trip - August 9 to Meet with SF Team- Lyft Ride from SF Office to SFO		\$ 39.87			\$39.87
EXEC	Brooker,Susan	8/9/2023	8/9/2023	SF Trip - August 9 to Meet with SF Team- Uber Ride from SFO to SF Office	\$ 36.93				\$36.93
EXEC	Brooker,Susan	8/9/2023	8/9/2023	SF Trip - August 9 to Meet with SF Team- LAX Parking	\$ 50.99				\$50.99
EXEC	Doherty,Erika	9/19/2023	9/23/2023	CLA Annual Meeting- Parking at Oakland Airport	\$ 63.00				\$63.00
EXEC	Doherty,Erika	9/21/2023	9/23/2023	CLA Annual Meeting- Taxi from San Diego Airport to Hotel	\$ 21.98				\$21.98
EXEC	Doherty,Erika	9/21/2023	9/23/2023	Dinner Per diem 2 nights for CLA Annual Meeting			\$ 46.00		\$46.00
EXEC	Doherty,Erika	9/22/2023	9/23/2023	Lunch Per diem for CLA Annual Meeting			\$ 11.00		\$11.00
EXEC	Doherty,Erika	9/21/2023	9/23/2023	Breakfast Per diem- 3 days for CLA Annual Meeting			\$ 21.00		\$21.00
EXEC	Doherty,Erika	9/21/2023	9/23/2023	CLA Annual Meeting- Taxi to and from home and airport	\$ 23.58				\$23.58
EXEC	Doherty,Erika	9/23/2023	9/23/2023	CLA Annual Meeting- Travel from Hotel to San Diego Airport	\$ 15.96				\$15.96
EXEC	Hounanian,Cody	9/18/2023	9/20/2023	Breakfast Per diem- Travel to Wisconsin for NCBE Seminar			\$ 7.00		\$7.00
EXEC	Hounanian,Cody	9/18/2023	9/20/2023	Uber from Madison Airport to Hotel- Travel to Wisconsin for	\$ 17.95				\$17.95
EXEC	Hounanian,Cody	9/18/2023	9/20/2023	Lunch Per diem- Travel to Wisconsin for NCBE Seminar			\$ 11.00		\$11.00
EXEC	Hounanian,Cody	9/18/2023	9/20/2023	Mileage from home to LAX parking - Travel to Wisconsin for	\$ 22.73				\$22.73
EXEC	Hounanian,Cody	9/18/2023	9/20/2023	Parking at LAX from Monday 9/18- Wednesday 9/20. Travel to Wisconsin for NCBE Seminar	\$ 115.99				\$115.99
EXEC	Hounanian,Cody	9/20/2023	9/20/2023	Lunch Per diem- Travel to Wisconsin for NCBE Seminar			\$ 11.00		\$11.00
EXEC	Hounanian,Cody	9/20/2023	9/20/2023	Mileage from LAX to Home- Travel to Wisconsin for NCBE	\$ 22.73				\$22.73
EXEC	Mazer,Steven	7/17/2023	7/21/2023	LAX to office- Working in LA Office-Taxi	\$ 66.00				\$66.00
EXEC	Mazer,Steven	7/17/2023	7/21/2023	Home to SFO- Working in LA Office-Taxi	\$ 71.86				\$71.86
EXEC	Mazer,Steven	7/17/2023	7/21/2023	SFO to LAX- Working in LA Office- Air travel	\$ 99.98				\$99.98
EXEC	Mazer,Steven	7/17/2023	7/21/2023	Breakfast Per diem 4 days - Working in LA Office			\$ 28.00		\$28.00
EXEC	Mazer,Steven	7/17/2023	7/21/2023	Lunch per diem 4 days - Working in LA Office			\$ 44.00		\$44.00
EXEC	Mazer,Steven	7/17/2023	7/21/2023	Dinner Per diem 4 days - Working in LA Office			\$ 92.00		\$92.00
EXEC	Mazer,Steven	7/17/2023	7/21/2023	Incidentals - Working in LA Office 5 days				\$ 25.00	\$25.00
EXEC	Mazer,Steven	7/19/2023	7/21/2023	Hotel 3 nights @ \$175 + \$25 fee- Working in LA Office	\$ 600.00				\$600.00
EXEC	Mazer,Steven	7/21/2023	7/21/2023	LAX to SFO- Working in LA Office- Air travel		\$ 178.98			\$178.98
EXEC	Mazer,Steven	7/21/2023	7/21/2023	Hotel 1 night @ \$182 + \$25 fee- Working in LA Office	\$ 207.00				\$207.00
EXEC	Mazer,Steven	7/21/2023	7/21/2023	OAK to Home- Working in LA Office-Taxi		\$ 53.84			\$53.84
EXEC	Mazer,Steven	7/21/2023	7/21/2023	Office to LAX- Working in LA Office-Taxi		\$ 61.00			\$61.00
EXEC	Mazer,Steven	9/19/2023	9/22/2023	SFO to LAX- LA BOT Meeting- Air travel		\$ 62.98			\$62.98
EXEC	Mazer,Steven	9/19/2023	9/22/2023	LAX to office - LA BOT Meeting-Taxi		\$ 66.00			\$66.00

EXEC	Mazer,Steven	9/19/2023	9/22/2023	Home to SFO- LA BOT Meeting-Taxi	\$	41.74		\$41.74
EXEC	Mazer,Steven	9/19/2023	9/22/2023	Lunch per diem 2 days - LA BOT Meeting			\$ 22.00	\$22.00
EXEC	Mazer,Steven	9/19/2023	9/22/2023	Dinner Per diem 2 nights- LA BOT Meeting			\$ 46.00	\$46.00
EXEC	Mazer,Steven	9/19/2023	9/22/2023	Breakfast per diem 3 days- LA BOT Meeting			\$21.00	\$21.00
EXEC	Mazer,Steven	9/19/2023	9/22/2023	Incidentals - LA BOT Meeting 4 days				\$ 20.00
EXEC	Mazer,Steven	9/20/2023	9/22/2023	Hotel 3 nights @ \$182 rate + \$25 service fee	\$	621.00		\$621.00
EXEC	Mazer,Steven	9/22/2023	9/22/2023	LAX to SFO- LA BOT Meeting- Air travel	\$		154.98	\$154.98
EXEC	Mazer,Steven	9/22/2023	9/22/2023	SFO to home- LA BOT Meeting-Taxi	\$		44.98	\$44.98
EXEC	Mazer,Steven	9/22/2023	9/22/2023	Office to LAX- LA BOT Meeting-Taxi	\$		61.00	\$61.00
EXEC	Moawad,Steven	8/22/2023	8/22/2023	Air Travel to SF Office for Division Meeting	\$		125.86	\$125.86
EXEC	Wilson,Leah	7/10/2023	7/20/2023	Hotel Executive Director's Travel to Sacramento for Fee Bill	\$	211.65		\$211.65
				Hearing				
EXEC	Wilson,Leah	7/20/2023	7/20/2023	We had initially booked an Uber for the Trustees' dinner travel.	\$		227.51	\$227.51
				However, due to a change in plans, the ride was no longer needed and was subsequently canceled. Despite the cancelation, we were charged by Uber.				
EXEC	Zuniga,Enrique	7/24/2023	7/26/2023	Dinner per diem 3 nights- July 2023 Bar Exam			\$69.00	\$69.00
EXEC	Zuniga,Enrique	7/24/2023	7/26/2023	Lunch per diem 3 days- July 2023 Bar Exam			\$33.00	\$33.00
EXEC	Zuniga,Enrique	7/24/2023	7/26/2023	Breakfast pre diem 3 days- July 2023 Bar Exam			\$21.00	\$21.00
								<b>Total \$3,934</b>

<b>Combined Travel Expense Total</b>	
Executive & Board Travel	\$3,934
Executive PCard	\$3,576
Direct Bill	\$4,471
<b>Total Q3'23</b>	<b>\$11,981</b>

## 2023 Q3 Executive Pcard Travel Expense

Reporting Period: 7/1/2023 to 9/30/2023

GRP	Cardholder	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXEC	Bridget Gramme	29-Sep-23	21-Sep-23	\$ 43.00	ACE PARKING 1332	Parking fee for attendance as speaker at CLA Bar Leaders Conference on 9-20-23	56110	D
EXEC	Christopher Jagard	31-Jul-23	21-Jul-23	\$ 962.12	INDIGO LA DOWNTOWN	Pre-charge (advance deposit) for hotel accommodation (Hotel Indigo) for Duncan Carling, re: SBC-23-O-30029 (OCTC Case No. 21-O-11801)/John C. Eastman (hotel autho. attached). NOTE: Occupancy tax to be refunded	56110	D
EXEC	Christopher Jagard	31-Jul-23	21-Jul-23	\$ 962.12	INDIGO LA DOWNTOWN	Pre-charge (advance deposit) for hotel accommodation (Hotel Indigo) for Tiffany Uhri Chu, re: 21-C-02054/Amy Conner Narayan (hotel autho. attached). NOTE: Occupancy tax to be refunded later.	56110	D
EXEC	Christopher Jagard	31-Aug-23	21-Aug-23	\$ (962.12)	INDIGO LA DOWNTOWN	Refund for canceled hotel accommodation (8/21/23-8/25/23) for Tiffany Uhri Chu. Original charge (advance deposit pre-charge) appears in the July 2023 p-card stmt. Re: Trial: 21-C-02054/AmyConnerNarayan.	56110	C
EXEC	Christopher Jagard	31-Aug-23	28-Aug-23	\$ (154.64)	INDIGO LA DOWNTOWN	Refund for occupancy tax (part of \$962.12 advance deposit pre-charge in July 2023 stmt); Orig. hotel accomm. 8/21/23-8/25/23 for Duncan Carling. Re: Trial: SBC-23-O-30029 (OCTC Case No. 21-O-11801)/John Eastman.	56110	C
EXEC	Christopher Jagard	31-Aug-23	31-Aug-23	\$ (393.48)	INDIGO LA DOWNTOWN	Refund for 2-canceled nights (part of \$962.12 advance deposit pre-charge in July 2023 stmt); Orig. hotel accomm. 8/21 to 8/25 for Duncan Carling. Check-in on 8/23/23 instead. Re: Trial: SBC-23-O-30029 (OCTC Case No. 21-O11801)/John Eastman.	56110	C
EXEC	Erika Doherty	31-Aug-23	4-Aug-23	\$ 295.00	CALIFORNIA LAWYERS ASS	California Lawyers Association Annual Meeting	52150	D
EXEC	Erika Doherty	31-Aug-23	7-Aug-23	\$ 303.23	HILTON HOTEL SAN DIEGO	Hotel for California Lawyers Association Annual Meeting	52150	D
EXEC	Erika Doherty	31-Aug-23	7-Aug-23	\$ 207.96	SOUTHWES	Travel to Cal. Lawyers Assoc. Annual Meeting	52150	D
EXEC	Leah Wilson	31-Jul-23	14-Jul-23	\$ 417.95	SOUTHWES	Executive Director's travel to Los Angeles - July 2023 BOT meeting	56110	D
EXEC	Leah Wilson	31-Jul-23	19-Jul-23	\$ 63.74	CURB LA TAXI	Cab fare for Executive Director from Burbank airport to LA office - July 2023 BOT meeting	56110	D
EXEC	Leah Wilson	31-Aug-23	25-Aug-23	\$ 103.99	SOUTHWES	Return flight from Burbank airport to Oakland - September 2023 Board meeting	56110	D
EXEC	Mia Ellis	31-Aug-23	10-Aug-23	\$ (117.92)	INDIGO LA DOWNTOWN	CREDIT_Lodging_OCTC Attorney Duncan Carling_Case number 21-O-11801_Respondent John Eastman	56110	C
EXEC	Mia Ellis	29-Sep-23	8-Sep-23	\$ (117.92)	INDIGO LA DOWNTOWN	CREDIT - Tax Exemption for OCTC Attorney Sam Beckerman Hotel Visit on 06/26/23	56110	C

EXEC	Mia Ellis	29-Sep-23	27-Sep-23	\$	26.00	BART CLIPPER OAC	Mia Elis - BART Roundtrip ticket for SF office visit on 9/26/23 for Division Meeting	56110	D
EXEC	Mia Ellis	29-Sep-23	28-Sep-23	\$	30.00	ONT AIRPT PRKING LOT 4	Mia Ellis parking at Ontario International Airport for travel to SF for 9/26/23 Division Meeting	56110	D
EXEC	Rocio Avalos	31-Aug-23	10-Aug-23	\$	8.00	SWA INFLIGHT WIFI	Inflight wifi (SMF to BUR for EBR Committee & LSTFC Meetings)	51240	D
EXEC	Rocio Avalos	31-Aug-23	14-Aug-23	\$	252.14	HOTEL PER LA	LA lodging for EBR committee and LSTFC meeting. Note: working on reversing tax charges	56110	D
EXEC	Rocio Avalos	31-Aug-23	21-Aug-23	\$	512.75	UNITED	RT Flight for SmartSimple Elevate conference	56806	D
EXEC	Tammy Campbell	31-Aug-23	7-Aug-23	\$	21.01	SOUTHWES	Flight change charge for T.Campbell for a bar exam site visit to Cow Palace, Daly City	56110	D
EXEC	Tara Malaowala	31-Jul-23	27-Jul-23	\$	70.18	SHELL OIL 57444678304	Gas for rental car for the July CBX	56110	D
EXEC	Tara Malaowala	31-Jul-23	28-Jul-23	\$	172.96	ENTERPRISE RENT-A-CAR	Rental car for July CBX	56110	D
EXEC	Tara Malaowala	31-Aug-23	11-Aug-23	\$	61.20	UBER TRIP	NCBE/CBAA Conference - Home to OAK Airport	56110	D
EXEC	Tara Malaowala	31-Aug-23	15-Aug-23	\$	47.93	UBER TRIP	NCBE/CBAA Conference - OAK Airport to Home	56110	D
EXEC	Tara Malaowala	31-Aug-23	15-Aug-23	\$	760.47	WESTIN DENVER DOWNTOWN	NCBE/CBAA Conference	56110	D

<b>Debits</b>	\$	5,322
<b>Credits</b>	\$	(1,746)
<b>Total</b>	\$	<b>3,576</b>

### 2023 Q3 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 7/1/2023 to 9/30/2023

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
EXEC	Avalos/Rocio	4414891S	08/06/2023	08/09/2023	SOUTHWEST AIRLINES	SMF/BUR	\$ 208.78	56110	EXEC Travel	EBR committee and LSTFC meeting
EXEC	Avalos/Rocio	4414890S	08/06/2023	08/10/2023	SOUTHWEST AIRLINES	BUR/SMF	\$ 208.78	56110	EXEC Travel	EBR committee and LSTFC meeting
EXEC	Brooker/Susan Marie	4400879S	07/21/2023	08/09/2023	SOUTHWEST AIRLINES	LAX/SFO/LAX	\$ 142.05	56110	EXEC Travel	SF Trip - to Meet with SF Team
BOT	Buenaventura/Raymond	4391583S	07/12/2023	07/20/2023	SOUTHWEST AIRLINES	SFO/BUR/ONT/OAK	\$ 507.80	56140	BOT Travel	To attend July 2023 BOT meeting
BOT	Buenaventura/Raymond	4447123S	09/06/2023	09/20/2023	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$ 346.30	56140	BOT Travel	To attend September 2023 BOT meeting
EXEC	Ellis/Mia Rashaun	4437607S	08/28/2023	09/26/2023	SOUTHWEST AIRLINES	ONT/OAK/ONT	\$ 218.05	56110	EXEC Travel	SF office visit on 9/26/23 for Division Meeting
EXEC	Hom/Elizabeth A	4443625S	09/01/2023	10/25/2023	SOUTHWEST AIRLINES	OAK/BUR/LAX/SFO	\$ 159.15	56110	EXEC Travel	To attend State Bar grantee convening at the LA office and OA&I team development activities
EXEC	Hounanian/Cody Alain	4447871S	09/06/2023	09/18/2023	UNITED AIRLINES	LAX/ORD/MSN/DIA	\$ 583.12	56110	EXEC Travel	To attend NCBE seminar
EXEC	Malaowala/Tara Midori	4380303S	06/28/2023	07/28/2023	SOUTHWEST AIRLINES	OAK/LAX/OAK	\$ 189.55	56110	EXEC Travel	To attend July 2022 California Bar Exam
BOT	Shelby/Melanie Makeba	4380087S	06/28/2023	07/19/2023	SOUTHWEST AIRLINES	SMF/BUR/SMF	\$ 199.07	56140	BOT Travel	To attend July 2023 BOT meeting
BOT	Shelby/Melanie Makeba	4444036S	09/01/2023	09/20/2023	SOUTHWEST AIRLINES	SMF/BUR/SMF	\$ 300.70	56140	BOT Travel	To attend September 2023 BOT meeting
BOT	Sowell/Arnold Milton	4395332S	07/17/2023	07/20/2023	SOUTHWEST AIRLINES	SMF/BUR	\$ 208.78	56140	BOT Travel	To attend July 2023 BOT meeting
BOT	Sowell/Arnold Milton	4395352S	07/17/2023	07/21/2023	SOUTHWEST AIRLINES	ONT/SMF	\$ 208.78	56140	BOT Travel	To attend July 2023 BOT meeting
BOT	Sowell/Arnold Milton	4446022S	09/05/2023	09/21/2023	SOUTHWEST AIRLINES	SMF/LAX/SMF	\$ 259.85	56140	BOT Travel	To attend September 2023 BOT meeting
BOT	Toney/Mark Warren	4379526S	06/27/2023	07/19/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 341.55	56140	BOT Travel	To attend July 2023 BOT meeting
BOT	Toney/Mark Warren	4444091S	09/01/2023	09/20/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$ 389.04	56140	BOT Travel	To attend September 2023 BOT meeting
Total							\$ 4,471			