



# The State Bar of California

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## **OPEN SESSION AGENDA ITEM 50-5 MARCH 2024 AUDIT COMMITTEE III.A**

**DATE:** March 11, 2024

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

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

**SUBJECT:** Approval of 2023 Quarter Four Board and 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 March 2024 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 October to December 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 fourth quarter of 2023 Board and Management Travel expense report in the form presented this day, for the three months ended December 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 fourth quarter of 2023 Board and Management Travel expense report in the form presented this day, for the three months ended December 31, 2023.

## **ATTACHMENTS LIST**

- A. 2023 Q4 Executive/Board of Trustee Travel Expense
- B. 2023 Q4 Senior Executive Pcard Travel Expense
- C. 2023 Q4 Executive/Board of Trustee Direct-Bill Travel Expense

## 2023 Q4 Executive/ Board of Trustee Travel Expense

Reporting Period 10/1/2023-12/31/2023. Expense Report Reimbursement only.

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc	Total
EXEC	Avalos,Rocio	10/9/2023	10/11/2023	Breakfast- Elevate 2023 (SmartSimple Conference)-Oct 9-11			\$7.00		\$11.00
EXEC	Avalos,Rocio	10/27/2023	10/27/2023	Ride home from SMF		\$24.00			\$24.00
EXEC	Avalos,Rocio	10/9/2023	10/11/2023	BOS airport to hotel Elevate 2023 (SmartSimple Conference) Oct 9-11		\$24.99			\$24.99
EXEC	Avalos,Rocio	10/11/2023	10/11/2023	Dinner- Elevate 2023 (SmartSimple Conference)- Oct 9-11			\$23.00		\$23.00
EXEC	Avalos,Rocio	10/11/2023	10/11/2023	Ride to airport BOS Elevate 2023 (SmartSimple Conference) Oct 9-11		\$28.99			\$28.99
EXEC	Avalos,Rocio	10/27/2023	10/27/2023	Ride to BUR airport- LA Conveining & OAI Team Building		\$43.65			\$43.65
EXEC	Avalos,Rocio	10/27/2023	10/27/2023	Lunch - LA Conveining & OAI Team Building			\$11.00		\$11.00
EXEC	Avalos,Rocio	10/25/2023	10/27/2023	Incidentals - LA Conveining & OAI Team Building				\$15.00	\$15.00
EXEC	Avalos,Rocio	10/9/2023	10/11/2023	Ride for Rocio Avalos, Christal Bundang, Irene Chiu, Shannon Crossley Elevate 2023 (SmartSimple Conference) Oct 9-11		\$8.87			\$8.87
EXEC	Avalos,Rocio	10/7/2023	10/27/2023	BUR to hotel -LA Conveining & OAI Team Building		\$25.80			\$25.80
EXEC	Avalos,Rocio	10/9/2023	10/11/2023	Incidentals- Elevate 2023 (SmartSimple Conference) Oct 9-11				\$15.00	\$15.00
EXEC	Avalos,Rocio	10/7/2023	10/11/2023	Ride to airport Elevate 2023 (SmartSimple Conference) Oct 9-11		\$23.78			\$23.78
EXEC	Avalos,Rocio	11/17/2023	11/17/2023	Ride home from SMF airport- CARE Meeting		\$23.69			\$23.69
EXEC	Avalos,Rocio	10/7/2023	10/27/2023	Ride from hotel to SB office: Rocio Avalos, Raul Duran, Brady Dewar- LA Conveining & OAI Team Building		\$30.76			\$30.76
EXEC	Avalos,Rocio	11/17/2023	11/17/2023	Ride to SMF airport- CARE Meeting		\$21.99			\$21.99
EXEC	Avalos,Rocio	10/7/2023	10/27/2023	Ride to SMF airport-LA Conveining & OAI Team Building		\$22.79			\$22.79
EXEC	Avalos,Rocio	11/17/2023	11/17/2023	Ride to SAN airport- CARE Meeting		\$15.98			\$15.98
EXEC	Avalos,Rocio	11/17/2023	11/17/2023	Ride from SAN airport to CARE meeting		\$17.99			\$17.99
EXEC	Avalos,Rocio	10/11/2023	10/11/2023	Lunch- Elevate 2023 (SmartSimple Conference) Oct 9-11			\$11.00		\$11.00
EXEC	Avalos,Rocio	10/9/2023	10/11/2023	Breakfast-Elevate 2023 (SmartSimple Conference) Oct 9-11			\$7.00		\$7.00
EXEC	Avalos,Rocio	10/11/2023	10/11/2023	Ride home from SMF airport Elevate 2023 (SmartSimple Conference) Oct 9-11		\$23.69			\$23.69
EXEC	Avalos,Rocio	11/17/2023	11/17/2023	Breakfast- CARE Meeting			\$7.00		\$7.00
EXEC	Avalos,Rocio	10/26/2023	10/27/2023	Breakfast - LA Conveining & OAI Team Building			\$14.00		\$14.00
EXEC	Avalos,Rocio	10/25/2023	10/27/2023	Lunch - LA Conveining & OAI Team Building			\$46.00		\$46.00
EXEC	Ayinaparathi,Srinivasa	11/7/2023	11/8/2023	Dinner - Nov 7-8 LA Office Trip			\$23.00		\$23.00
EXEC	Ayinaparathi,Srinivasa	11/7/2023	11/8/2023	Breakfast - Nov 7-8 LA Office Trip			\$14.00		\$14.00
EXEC	Ayinaparathi,Srinivasa	11/7/2023	11/8/2023	Lunch - Nov 7-8 LA Office Trip			\$22.00		\$22.00
EXEC	Cramton,Michelle	12/6/2023	12/6/2023	Uber from SF Office to Oakland Airport- Day Trip to SF office		\$93.27			\$93.27
EXEC	Cramton,Michelle	12/6/2023	12/6/2023	Mileage reimbursement - Home to Burbank Airport Day trip to SF Office		\$12.45			\$12.45

EXEC	Cramton,Michelle	12/6/2023	12/6/2023	Mileage reimbursement - Burbank Airport to Home Day Trip to SF Office	\$12.45		\$12.45
EXEC	Cramton,Michelle	12/6/2023	12/6/2023	Breakfast - Day trip to SF Office		\$7.00	\$7.00
EXEC	Cramton,Michelle	12/6/2023	12/6/2023	Dinner - Day trip to SF Office		\$23.00	\$23.00
EXEC	Davtyan,Ellin	10/17/2023	10/17/2023	Hollywood Burbank Airport - 10/17 - 10/18 Parking Costs - Visit to SF Office	\$54.00		\$54.00
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Dinner - COPRAC Meeting-10/20/2023		\$23.00	\$23.00
EXEC	Doherty,Erika	10/26/2023	10/26/2023	Parking at OAK airport- OAI Convening 10/26/2023	\$21.00		\$21.00
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Uber - Travel from BUR to SB Office-COPRAC Meeting 10/20/2023	\$45.92		\$45.92
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Mileage reimbursement - Round trip to / from OAK Airport-COPRAC Meeting 10/20/2023	\$23.58		\$23.58
EXEC	Doherty,Erika	10/26/2023	10/26/2023	Mileage reimbursement - Travel to/from airport-OAI Convening 10/26/2023	\$23.58		\$23.58
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Breakfast - COPRAC Meeting 10/20/2023		\$7.00	\$7.00
EXEC	Doherty,Erika	10/26/2023	10/26/2023	Dinner - OAI Convening 10/26/2023		\$23.00	\$23.00
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Uber - Travel from SB office to BUR-COPRAC Meeting 10/20/2023	\$45.98		\$45.98
EXEC	Doherty,Erika	10/20/2023	10/20/2023	Parking at OAK Airport-COPRAC Meeting 10/20/2023	\$21.00		\$21.00
EXEC	Doherty,Erika	10/26/2023	10/26/2023	Uber - Travel from BUR airport to LA office-OAI Convening 10/26/2023	\$50.92		\$50.92
EXEC	Hom,Elizabeth	12/1/2023	12/1/2023	Breakfast - Team Development activities - offsite Lunch (Office		\$7.00	\$7.00
EXEC	Hom,Elizabeth	12/14/2023	12/15/2023	Lunch - JNE Meetings Dec 2023		\$11.00	\$11.00
EXEC	Hom,Elizabeth	10/25/2023	10/27/2023	Lunch - OAI Convening and Team Building October 2023		\$46.00	\$46.00
EXEC	Hom,Elizabeth	12/14/2023	12/15/2023	Breakfast - JNE Meetings Dec 2023		\$7.00	\$7.00
EXEC	Hom,Elizabeth	10/25/2023	10/27/2023	Incidentals - OAI Convening and Team Building October 2023		\$15.00	\$15.00
EXEC	Hom,Elizabeth	11/30/2023	12/1/2023	Team Development activities - offsite Lunch (Office wide)		\$11.00	\$11.00
EXEC	Hom,Elizabeth	11/30/2023	12/1/2023	Team Development activities - offsite Lunch (Office wide)		\$46.00	\$46.00
EXEC	Hom,Elizabeth	12/14/2023	12/15/2023	Lunch - JNE Meetings Dec 2023		\$46.00	\$46.00
EXEC	Hom,Elizabeth	10/27/2023	10/27/2023	Breakfast - OAI Convening and Team Building October 2023		\$7.00	\$7.00
EXEC	Hom,Elizabeth	10/25/2023	10/27/2023	Lunch - OAI Convening and Team Building October 2023		\$11.00	\$11.00
EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Incidentals -Travel to LA Office for Staff and Team Meetings 11/28/23-12/1/23)		\$20.00	\$20.00
EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Lunch - Travel to LA Office for Staff and Team Meetings (11/28/23-12/1/23)		\$44.00	\$44.00
EXEC	Jagard,Christopher	12/1/2023	12/1/2023	Lyft fare: Transportation - LA office to Burbank Airport 12/1/23-Travel to LA Office for Staff and Team Meetings (11/28/23-12/1/23)	\$54.21		\$54.21
EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Daily Parking - Oakland Airport (11/28/23-12/1/23) -Travel to LA Office for Staff and Team Meetings	\$104.00		\$104.00
EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Lyft fare: Transportation - Burbank Airport to LA office 11/28/23 -Travel to LA Office for Staff and Team Meetings (11/28/23-12/1/23)	\$44.79		\$44.79

EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Breakfast - Travel to LA Office for Staff and Team Meetings (11/28/23-12/1/23)		\$28.00	\$28.00
EXEC	Jagard,Christopher	11/28/2023	12/1/2023	Dinner - Travel to LA Office for Staff and Team Meetings (11/28/23-12/1/23)		\$92.00	\$92.00
EXEC	Lawrence, Melanie	12/19/2023	12/19/2023	Breakfast -travel to SF office for MFA Team Meeting		\$7.00	\$7.00
EXEC	Lawrence, Melanie	12/19/2023	12/19/2023	Lunch- travel to SF office for MFA Team Meeting		\$11.00	\$11.00
EXEC	Lawrence, Melanie	12/19/2023	12/19/2023	Dinner- travel to SF office for MFA Team Meeting		\$23.00	\$23.00
EXEC	Nguyen,Doan	10/27/2023	10/27/2023	Breakfast- Legal Aid convening and Team Building in LA 10/25-27/2023		\$7.00	\$7.00
EXEC	Nguyen,Doan	10/25/2023	10/27/2023	Incidentals-Legal Aid convening and team Building in LA 10/25-27/2023		\$15.00	\$15.00
EXEC	Nguyen,Doan	10/25/2023	10/27/2023	Dinner- Legal aid convening and team building in LA 10/25-27/2023		\$23.00	\$23.00
EXEC	Nguyen,Doan	10/25/2023	10/27/2023	Uber from home to OAK Airport to travel to legal aid convening in Los Angeles 10/25-27/2023	\$39.01		\$39.01
EXEC	Nguyen,Doan	10/25/2023	10/27/2023	Lunch- legal aid convening and Team building in LA 10/25-27/2023		\$11.00	\$11.00
EXEC	Nguyen,Doan	10/27/2023	10/27/2023	Uber from OAK airport to home after attending legal aid convening and team building event in LA 10/25-27/2023	\$41.47		\$41.47
EXEC	Nguyen,Doan	10/26/2023	10/27/2023	Dinner- Legal aid convening and team building in LA 10/25-27/2023		\$23.00	\$23.00
EXEC	Nguyen,Doan	12/1/2023	12/1/2023	Parking to Attend AI for Legal Help Workshop at Stanford	\$22.65		\$22.65
EXEC	Nguyen,Doan	12/1/2023	12/1/2023	Mileage for travel to AI for Legal Help Workshop at Stanford	\$59.74		\$59.74
EXEC	Nguyen,Doan	12/1/2023	12/1/2023	Breakfast - Legal Help workshop at Stanford University		\$7.00	\$7.00
EXEC	Nguyen,Doan	12/1/2023	12/1/2023	Lunch- Legal Help workshop at Stanford University		\$11.00	\$11.00
EXEC	Nguyen,Doan	12/1/2023	12/1/2023	Toll to cross bay bridge to travel to Palo Alto to attend AI for Legal Help Workshop at Stanford		\$6.00	\$6.00
EXEC	Nunez,Amy	12/6/2023	12/9/2023	Incidentals - Work meetings in LA Dec 2023 12/6-9/2023		\$20.00	\$20.00
EXEC	Nunez,Amy	12/6/2023	12/9/2023	Lunch - Work meetings in LA Dec 2023 12/6-9/2023		\$22.00	\$22.00
EXEC	Nunez,Amy	12/6/2023	12/9/2023	Breakfast - Work meetings in LA Dec 2023 12/6-9/2023		\$28.00	\$28.00
EXEC	Nunez,Amy	12/6/2023	12/9/2023	Mileage reimbursement-Work meetings in LA Dec 2023 12/6-9/2023	\$380.56		\$380.56
EXEC	Nunez,Amy	12/6/2023	12/9/2023	Dinner - Work meetings in LA Dec 2023 12/6-9/2023		\$92.00	\$92.00
						<b>Total</b>	<b>\$2,487</b>

<b>Combined Travel Expense Total</b>	
Executive & Board Travel	\$2,487
Executive PCard	\$10,025
Direct Bill	\$2,279
<b>Total Q4'23</b>	<b>\$14,791</b>

## 2023 Q4 Executive Pcard Travel Expense

Reporting Period 10/1/2023-12/31/2023.

GRP	Card Holder Name	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
EXC	Amy Nunez	12/29/23	12/11/23	\$654	MARRIOTTJW L.A.LIVE FD	Hotel and parking for CBLS Meeting 12/6-12/9/2023	56110	D
EXC	Christopher Jagard	10/31/23	10/17/23	\$874	MS* FREEHANDLOSANGELE	Hotel accomm. (Freehand Los Angeles) 10/16/23–10/20/23 for Samuel Beckerman. Travel to LA office for trial. Re: OCTC Case No. 21-O-11801/John C. Eastman	56110	D
EXC	Christopher Jagard	11/30/23	11/6/23	\$414	INDIGO LA DOWNTOWN	Hotel accomm. for Samuel Beckerman (Hotel Indigo LA Downtown, 11/1/23–11/3/23). Travel to LA office for trial, re: OCTC Case No. 21-O-11801/John C. Eastman	56110	D
EXC	Christopher Jagard	12/29/23	12/4/23	\$690	IC LOS ANGELES DOWNTOWN	Lodging for travel to LA office for staff & team mtgs, 11/28/23–12/1/23	56110	D
EXC	Doan Nguyen	10/31/23	10/30/23	\$705	HOLLYWOOD ROOSEVELT HOTEL	Hotel cost to attend legal aid convening and OA&I team building event. The hotel had a difficult with the tax refund; \$76.44 was refunded for the occupancy tax for both nights (10/25/2023-10/27/2023) separately	52150	D
EXC	Doan Nguyen	11/30/23	11/7/23	(\$76)	HOLLYWOOD ROOSEVELT HOTEL	Refunded occupancy tax.10/25/2023-10/27/2023	52150	C
EXC	Elizabeth Hom	10/31/23	10/26/23	\$71	LYFT RIDE WED 12PM	Travel from home to airport for grantee convening and OAI team development	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$705	HOLLYWOOD ROOSEVELT HOTEL	Hotel for grantee convening and team building for E.Hom	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$705	HOLLYWOOD ROOSEVELT HOTEL	Hotel for grantee convening and team building for Rocio Avalos	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$32	LYFT RIDE FRI 8AM	Travel from hotel to LA office (E. Hom, D. Nguyen, R. Avalos, S. Crossley, and K. Warmley) grantee convening and team building	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$47	LYFT RIDE SAT 8PM	Travel airport to home grantee convening and team building	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$717	TST* EAT DRINK AMERICANO	Team building lunch for OAI staff	56110	D
EXC	Elizabeth Hom	10/31/23	10/30/23	\$16	HOLLYWOOD ROOSEVELT HOTEL	Charge for minibar (in dispute) 10/25/2023-10/27/2023	56806	D
EXC	Elizabeth Hom	11/30/23	11/14/23	(\$16)	HOLLYWOOD ROOSEVELT HOTEL	Credit for disputed minibar charge 10/25/2023-10/27/2023	56806	C
EXC	Elizabeth Hom	11/30/23	11/7/23	(\$76)	HOLLYWOOD ROOSEVELT HOTEL	Refund of occupancy taxes for E.Hom 10/25/2023-10/27/2023	56110	C
EXC	Elizabeth Hom	11/30/23	11/7/23	(\$76)	HOLLYWOOD ROOSEVELT HOTEL	Refund of occupancy taxes for R. Avalos 10/25/2023-10/27/2023	56110	C
EXC	Elizabeth Hom	12/29/23	12/1/23	\$47	LYFT RIDE THU 10AM	Travel from BUR to LA office 11/30/2023-12/1/2023 COAF Meeting	56110	D
EXC	Elizabeth Hom	12/29/23	12/1/23	\$71	LYFT RIDE THU 7AM	Travel to SFO for COAF meeting 11/30/2023-12/1/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/4/23	\$208	AC HOTEL DT LOS ANGELE	Hotel for COAF Meeting 11/30/2023-12/1/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/4/23	\$66	LYFT *RIDE FRI 4PM	Travel to BUR, with COAF chair and vice chair 12/1/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/15/23	\$50	LYFT RIDE THU 5AM	Travel home to SFO (JNE) 12/14/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/15/23	\$53	LYFT RIDE THU 8AM	Travel BUR to LA office (JNE) 12/14/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/18/23	\$50	LYFT RIDE SAT 11AM	LA office to BUR (JNE) 12/16/2023	56110	D
EXC	Elizabeth Hom	12/29/23	12/18/23	\$59	LYFT RIDE SAT 2PM	Travel SFO to home (JNE) 12/16/2023	56110	D

EXC	Ellin Davtyan	10/31/23	10/20/23	\$16	IC MARK HOPKINS	Food expense (receipt not included). **ED to reimburse and write \$16.29 check payable to the State Bar of California		D
EXC	Ellin Davtyan	10/31/23	10/20/23	\$286	IC MARK HOPKINS	Intercontinental Mark Hopkins San Francisco - One Night Hotel Stay - Visit to SF Office	56110	D
EXC	Ellin Davtyan	12/29/23	12/8/23	\$487	STANFORD COURT HOTEL	The Stanford Court San Francisco -Two-Night Hotel Stay -Visit to SFr Office 12/4/2023- 12/5/2023	56110	D
EXC	Erika Doherty	11/30/23	11/6/23	\$248	SOUTHWES	Travel to LAP Oversight Committee Meeting 12/5/2023	52150	D
EXC	Leah Wilson	10/31/23	10/20/23	\$438	SOUTHWES	Air fare for travel from OAK to Burbank for the Access to Justice convening 10/26/2023	56110	D
EXC	Leah Wilson	10/31/23	10/27/23	\$80	CURB LA TAXI	Taxi fare from Burbank airport to LA office for the Access to Justice convening 10/26/2023	56110	D
EXC	Leah Wilson	10/31/23	10/27/23	\$134	SOUTHWES	Air fare for travel from OAK to Burbank for the Access to Justice convening 10/26/2023	56110	D
EXC	Melanie Lawrence	12/29/23	12/14/23	\$398	SOUTHWES	Flight to SF office 12/19/2023	56110	D
EXC	Melanie Lawrence	12/29/23	12/20/23	\$60	UBER TRIP	Travel OAK airport to SF office 12/19/2023	56110	D
EXC	Melanie Lawrence	12/29/23	12/20/23	\$67	UBER TRIP	Travel SF office to OAK airport 12/19/2023	56110	D
EXC	Melanie Lawrence	12/29/23	12/21/23	\$25	LAZ PARKING 470179-SKI	Parking at LB airport for trip to SF office 12/19/2023	56110	D
EXC	Michelle Cramton	11/30/23	11/6/23	\$168	SOUTHWES	Same day flight to attend End of Year Employee Appreciation Event 12/6/2023	56110	D
EXC	Michelle Cramton	12/29/23	12/7/23	\$86	SQ *TRUSTY CAB	Taxi from OAK airport to SF office	56110	D
EXC	Michelle Cramton	12/29/23	12/8/23	\$23	V.S.P. PARKING BURBANK	Airport parking for daytrip to SF office	56110	D
EXC	Rocio Avalos	10/31/23	10/4/23	(\$23)	MS* FREEHANDLOSANGELE	Refund taxes for Sept stay 9/25/2023	56806	C
EXC	Rocio Avalos	10/31/23	10/5/23	(\$27)	MS* FREEHANDLOSANGELE	Refund taxes for Sept stay 9/26/2023	56806	C
EXC	Rocio Avalos	10/31/23	10/9/23	\$27	SOUTHWES	BUR-SMF Flight change for 10/27	56806	D
EXC	Rocio Avalos	10/31/23	10/11/23	\$195	MARE	SmartSimple team dinner in Boston	56110	D
EXC	Rocio Avalos	10/31/23	10/13/23	\$904	OMNI PARKER HOUSE FRONT D	Staff lodging in Boston for SmartSimple Conference (event venue pre-approved)	56806	D
EXC	Rocio Avalos	10/31/23	10/16/23	(\$24)	UNITED	Change flight refund for August purchase	56806	C
EXC	Rocio Avalos	11/30/23	11/6/23	\$283	SOUTHWES	SMF-SAN for CARE Site Visit in SD 11/17-18/2023	56806	D
EXC	Rocio Avalos	12/29/23	12/18/23	\$178	SOUTHWES	SMF to BUR for Feb LSTFC 2/24/2024	56110	D
EXC	Yun Xiang	10/31/23	10/23/23	(\$14)	UBER TRIP	Credit from previous month	56110	C
EXC	Yun Xiang	10/31/23	10/27/23	\$21	UBER TRIP	Inadvertently charged to Pcard; reimbursement ck forthcoming	52150	D
EXC	Yun Xiang	10/31/23	10/30/23	\$1	UBER TRIP	Inadvertently charged to Pcard; reimbursement ck forthcoming	52150	D

Debit	\$10,359
Credit	(\$334)
<b>Total</b>	<b>\$10,025</b>

## 2023 Q4 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 10/1/2023-12/31/2023

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
Exec	Davtyan/Ellin	4480713S	10/05/2023	10/17/2023	SOUTHWEST AIRLINES	BUR/SFO/BUR	\$266	56110	Exec Travel	Trip to SF Office 10/17/2023
Exec	Nguyen/Doan Trang Thi	4479992S	10/04/2023	10/25/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$251	56110	Exec Travel	Legal Aid Convening and Team Building Event
Exec	Davtyan/Ellin	4514083S	11/07/2023	12/04/2023	SOUTHWEST AIRLINES	BUR/SFO/BUR	\$152	56110	Exec Travel	12/4-6/2023 Visit to San Francisco State Bar Office
Exec	Jagard/Christopher Gary	4522156S	11/15/2023	11/28/2023	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$365	56110	Exec Travel	Travel to LA office for Staff and Team Meetings
Exec	Hom/Elizabeth A	4515487S	11/08/2023	11/30/2023	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$199	56110	Exec Travel	COAF Meeting 11/30-12/1/2023
BOT	Toney/Mark Warren	4548541S	12/18/2023	01/17/2024	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$256	56140	BOT Travel	Airfare for Jan 18-19 BOT meeting
Exec	Hershkowitz/Donna Sue	4535300S	12/01/2023	12/06/2023	SOUTHWEST AIRLINES	BUR/OAK/BUR	\$496	56110	Exec Travel	Meetings with SF based staff 12/06/2023
Exec	Hom/Elizabeth A	4538047S	12/05/2023	12/14/2023	SOUTHWEST AIRLINES	SFO/BUR/SFO	\$294	56110	Exec Travel	Dec 2023 JNE Meetings
<b>Total</b>							<b>\$2,279</b>			