



The State Bar of California

OPEN SESSION AGENDA ITEM 50-6 MAY 2024 AUDIT COMMITTEE III.A

DATE: May 10, 2024

TO: Members, Audit Committee
Members, Board of Trustees

FROM: Aracely Montoya-Chico, Chief Financial Officer

SUBJECT: Approval of 2024 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 2024 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 2024.

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 2024 Board and management travel expense report in the form presented this day, for the three months ended March 31, 2024.

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 2024 Board and management travel expense report in the form presented this day, for the three months ended March 31, 2024.

ATTACHMENTS LIST

- A.** 2024 Q1 Executive/Board of Trustee Travel Expense
- B.** 2024 Q1 Senior Executive Pcard Travel Expense
- C.** 2024 Q1 Executive/Board of Trustee Direct-Bill Travel Expense

2024 Q1 Executive/ Board of Trustee Travel Expense

Reporting Period 1/1/2024-3/31/2024. Expense Report Reimbursement only.

GRP	Name	Travel Week	Received	Description	Lodging	Transportation	Meals	Misc	Total
EXEC	Hom,Elizabeth	2/1/2024	2/2/2024	2 Nights Dinner for LSTFC Strategic Planning			\$70.00		\$70.00
EXEC	Hounanian,Cody	2/26/2024	2/28/2024	Breakfast- Feb 2024 Bar Exam			\$17.00		\$17.00
EXEC	Malaowala,Tara	2/26/2024	2/28/2024	3 Days incidentals Feb 2024 Bar Exam				\$15.00	\$15.00
EXEC	Hounanian,Cody	2/27/2024	2/28/2024	Breakfast - Feb 2024 Bar Exam			\$17.00		\$17.00
EXEC	Malaowala,Tara	1/24/2024	1/26/2024	3 Nights dinner Jan 2024 CBE Meeting			\$105.00		\$105.00
EXEC	Hounanian,Cody	2/26/2024	2/28/2024	Dinner- Feb 2024 Bar Exam			\$35.00		\$35.00
EXEC	Ching,Audrey	1/25/2024	1/27/2024	Uber to SFO for the Jan CBE meeting		\$50.99			\$50.99
EXEC	Mazer,Steven	1/16/2024	1/19/2024	Home to SFO- LA BOT Meeting		\$39.46			\$39.46
EXEC	Mazer,Steven	1/19/2024	1/19/2024	Office to LAX- LA BOT Meeting		\$61.00			\$61.00
EXEC	Mazer,Steven	1/16/2024	1/19/2024	SFO to LAX- LA BOT Meeting		\$88.98			\$88.98
EXEC	Nguyen,Doan	2/1/2024	2/2/2024	Uber to airport to travel to Legal Services Trust Fund Commission Strategic Planning Workshop		\$30.13			\$30.13
EXEC	Mazer,Steven	1/28/2024	2/5/2024	5 Nights Dinner-Legal Week Conference			\$175.00		\$175.00
EXEC	Hounanian,Cody	2/25/2024	2/28/2024	Dinner- Feb 2024 Bar Exam			\$35.00		\$35.00
EXEC	Ching,Audrey	1/25/2024	1/27/2024	Dinner for 2 nights for Jan 24 CBE Meeting			\$70.00		\$70.00
EXEC	Malaowala,Tara	2/27/2024	2/28/2024	Breakfast- Feb 2024 Bar Exam			\$34.00		\$34.00
EXEC	Hounanian,Cody	2/27/2024	2/28/2024	Lunch- Feb 2024 Bar Exam			\$19.00		\$19.00
EXEC	Mazer,Steven	1/27/2024	2/5/2024	Home to SFO- Legal Week Conference		\$46.19			\$46.19
EXEC	Hounanian,Cody	3/5/2024	3/5/2024	Anaheim Marriot to Home- For ATP Conference		\$39.53			\$39.53
EXEC	Montoya-Chico,Aracely	3/22/2024	3/22/2024	Lyft ride from LA office to LAX airport after Mar BOT meeting		\$55.79			\$55.79
EXEC	Ching,Audrey	1/27/2024	1/27/2024	Lyft to Burbank airport- Jan 24 CBE Meeting		\$37.70			\$37.70
EXEC	Ching,Audrey	1/27/2024	1/27/2024	Personal vehicle from SFO to home- Jan 24 CBE Meeting		\$10.39			\$10.39
EXEC	Hounanian,Cody	2/27/2024	2/28/2024	Dinner- Feb 2024 Bar Exam			\$35.00		\$35.00
EXEC	Mazer,Steven	1/28/2024	2/5/2024	6 Days incidentals- legal week Conference				\$30.00	\$30.00
EXEC	Hounanian,Cody	2/25/2024	2/28/2024	Lunch- Feb 2024 Bar Exam			\$19.00		\$19.00
EXEC	Mazer,Steven	1/16/2024	1/19/2024	3 nights dinner- LA BOT Meeting			\$105.00		\$105.00
EXEC	Mazer,Steven	1/28/2024	2/5/2024	6 Days lunch-Legal Week Conference			\$114.00		\$114.00
EXEC	Hom,Elizabeth	2/1/2024	2/2/2024	2 Days incidentals- Feb 2024 LSTFC Strategic Planning				\$10.00	\$10.00

EXEC	Hom,Elizabeth	2/26/2024	2/28/2024	3 Days lunch- Bar Exam	\$57.00	\$57.00
EXEC	Montoya-Chico,Aracely	3/20/2024	3/22/2024	3 Days incidentals for Mar 24 BOT Meeting	\$15.00	\$15.00
EXEC	Hershkowitz,Donna	2/25/2024	3/1/2024	5 Days dinner- Sacramento Bar Exam	\$175.00	\$175.00
EXEC	Mazer,Steven	1/27/2024	2/5/2024	SFO to EWR-Flight for Legal week Conference	\$233.98	\$233.98
EXEC	Hounanian,Cody	2/25/2024	2/28/2024	Travel from exam site to home- Mileage for Feb 2024 Bar Exam	\$39.53	\$39.53
EXEC	Mazer,Steven	1/19/2024	1/19/2024	OAK to home- LA BOT Meeting	\$68.09	\$68.09
EXEC	Mazer,Steven	2/5/2024	2/5/2024	EWR to SFO- Flight- Legal Week Conference	\$238.78	\$238.78
EXEC	Montoya-Chico,Aracely	3/22/2024	3/22/2024	Lyft ride from SFO airport to home after Mar BOT meeting	\$50.65	\$50.65
EXEC	Ching,Audrey	1/25/2024	1/27/2024	Lyft from Burbank airport to downtown LA for Jan CBE meeting	\$37.11	\$37.11
EXEC	Mazer,Steven	2/5/2024	2/5/2024	SFO to Home- Transportation- Legal Week Conference	\$45.78	\$45.78
EXEC	Hounanian,Cody	2/28/2024	2/28/2024	Travel from home to exam facility- Feb 2024 Bar Exam	\$39.53	\$39.53
EXEC	Ching,Audrey	1/25/2024	1/27/2024	Lunch for 1 day- Jan 24 CBE Meeting	\$19.00	\$19.00
EXEC	Nunez,Amy	1/25/2024	1/27/2024	3 Days incidentals- Jan 24 CBE Meeting	\$15.00	\$15.00
EXEC	Ching,Audrey	1/25/2024	1/27/2024	3 Days incidentals for Jan'24 CBE Meeting	\$15.00	\$15.00
EXEC	Hom,Elizabeth	2/1/2024	2/2/2024	Breakfast- LSTFC Strategic Planning	\$17.00	\$17.00
EXEC	Nunez,Amy	1/27/2024	1/27/2024	Breakfast- Jan 24 CBE Meeting	\$17.00	\$17.00
EXEC	Malaowala,Tara	1/24/2024	1/26/2024	3 Days incidentals- Jan 2024 CBE Meeting	\$15.00	\$15.00
EXEC	Zuniga,Enrique	2/26/2024	2/28/2024	Lunch- Feb 2024 Bar Exam	\$19.00	\$19.00
EXEC	Hershkowitz,Donna	1/30/2024	1/31/2024	2 Days Breakfast- SF office Visit	\$34.00	\$34.00
EXEC	Malaowala,Tara	2/26/2024	2/28/2024	3 Days lunch- Feb 2024 Bar Exam	\$57.00	\$57.00
EXEC	Hershkowitz,Donna	2/25/2024	3/1/2024	5 Days incidentals- Sacramento Bar Exam	\$25.00	\$25.00
EXEC	Montoya-Chico,Aracely	3/20/2024	3/22/2024	3 Nights dinner for March 24 BOT meeting	\$105.00	\$105.00
EXEC	Hershkowitz,Donna	1/31/2024	1/31/2024	Public transit related expense for 1/31, from office to hotel - SF Office Visit	\$7.20	\$7.20
EXEC	Hershkowitz,Donna	1/30/2024	1/31/2024	Public transit related expense for 1/30, from office to hotel- SF Office Visit	\$7.20	\$7.20
EXEC	Mazer,Steven	1/16/2024	1/19/2024	2 Days Lunch- LA BOT meeting	\$38.00	\$38.00
EXEC	Nunez,Amy	1/25/2024	1/27/2024	2 Nights Dinner for Jan 24 CBE Meeting	\$70.00	\$70.00
EXEC	Nunez,Amy	1/25/2024	1/27/2024	Lunch- Jan 24 CBE Meeting	\$19.00	\$19.00
EXEC	Malaowala,Tara	1/24/2024	1/26/2024	2 days lunch Jan 24 CBE Meeting	\$38.00	\$38.00
EXEC	Nunez,Amy	1/27/2024	1/27/2024	Lunch- Jan 24 CBE Meeting	\$19.00	\$19.00
EXEC	Mazer,Steven	1/16/2024	1/19/2024	3 Days breakfast- LA BOT Meeting	\$51.00	\$51.00

EXEC	Malaowala,Tara	1/24/2024	1/26/2024	3 Days Breakfast- Jan 24 CBE Meeting		\$51.00	\$51.00
EXEC	Lawrence,Melanie	2/7/2024	2/8/2024	2 Days Lunch- National Organization of Bar counsel (NOBC)		\$38.00	\$38.00
EXEC	Hounanian,Cody	2/28/2024	2/28/2024	Lunch- Feb 2024 Bar Exam		\$19.00	\$19.00
EXEC	Hershkowitz,Donna	2/26/2024	3/1/2024	4 Days Lunch- Sacramento Bar Exam		\$76.00	\$76.00
EXEC	Mazer,Steven	1/19/2024	1/19/2024	LAX to OAK- LA BOT Meeting	\$168.98		\$168.98
EXEC	Mazer,Steven	1/17/2024	1/19/2024	LA Hotel- LA BOT Meeting	\$621.00		\$621.00
EXEC	Nguyen,Doan	2/2/2024	2/2/2024	Uber from airport home after Legal Services Trust Fund Commission Strategic Planning Workshop in LA	\$33.39		\$33.39
EXEC	Mazer,Steven	1/29/2024	2/5/2024	Legal Week Conference - Hotel \$423.27 avg total per night	\$1,693.08		\$1,693.08
EXEC	Hershkowitz,Donna	1/30/2024	1/31/2024	Public transit related expense, from hotel to Office - SF Office Visit	\$7.20		\$7.20
EXEC	Hom,Elizabeth	2/27/2024	2/28/2024	2 days Breakfast- Bar Exam		\$34.00	\$34.00
EXEC	Hershkowitz,Donna	1/30/2024	1/31/2024	2 Days Lunch- SF office Visit		\$38.00	\$38.00
EXEC	Hounanian,Cody	2/26/2024	2/28/2024	Lunch- Feb 2024 Bar Exam		\$19.00	\$19.00
EXEC	Hounanian,Cody	2/28/2024	2/28/2024	Lunch- Feb 2024 Bar Exam		\$35.00	\$35.00
EXEC	Hershkowitz,Donna	2/26/2024	3/1/2024	5 Days Breakfast- Sacramento Bar Exam		\$85.00	\$85.00
EXEC	Mazer,Steven	1/27/2024	2/5/2024	Transportation from EWR to Hotel- Legal Week Conference	\$69.87		\$69.87
EXEC	Montoya-Chico,Aracely	3/19/2024	3/22/2024	Lyft ride from home to SFO airport for Mar BOT meeting	\$58.27		\$58.27
EXEC	Hom,Elizabeth	2/1/2024	2/2/2024	Lunch- LSTFC Strategic Planning		\$19.00	\$19.00
EXEC	Mazer,Steven	1/29/2024	2/5/2024	5 Days Breakfast- Legal Week Conference		\$85.00	\$85.00
EXEC	Mazer,Steven	1/16/2024	1/19/2024	4 Days incidentals LA BOT Meeting		\$20.00	\$20.00
EXEC	Hershkowitz,Donna	1/30/2024	1/31/2024	2 nights dinner- SF Office Visit		\$70.00	\$70.00
EXEC	Nunez,Amy	1/27/2024	1/27/2024	Personal Mileage reimbursement for travel miles for Jan 24 CBE Meeting	\$344.38		\$344.38
EXEC	Montoya-Chico,Aracely	3/19/2024	3/22/2024	Lyft ride from LAX airport to hotel for Mar BOT meeting	\$58.72		\$58.72
EXEC	Nunez,Amy	1/25/2024	1/27/2024	Breakfast- Jan 24 CBE Meeting		\$17.00	\$17.00
EXEC	Malaowala,Tara	2/26/2024	2/28/2024	3 Nights dinner for Feb 24 Bar Exam		\$105.00	\$105.00
EXEC	Hounanian,Cody	2/28/2024	2/28/2024	Breakfast- Feb 2024 Bar Exam		\$17.00	\$17.00
EXEC	Ching,Audrey	1/26/2024	1/27/2024	Breakfast for 2 days- Jan 24 CBE Meeting		\$34.00	\$34.00
EXEC	Nguyen,Doan	2/2/2024	2/2/2024	Dinner For LSTFC Strategic Planning Meeting		\$35.00	\$35.00
EXEC	Zuniga,Enrique	2/27/2024	2/28/2024	Breakfast- State Bar Exam		\$17.00	\$17.00
EXEC	Zuniga,Enrique	2/28/2024	2/28/2024	Breakfast- State Bar Exam		\$17.00	\$17.00

EXEC	Nguyen,Doan	2/1/2024	2/2/2024	2 Days Incidnetals For LSTFC Strategic Planning Meeting	\$10.00	\$10.00
EXEC	Nguyen,Doan	2/1/2024	2/2/2024	Dinner For LSTFC Strategic Planning Meeting	\$35.00	\$35.00
EXEC	Montoya-Chico,Aracely	3/20/2024	3/22/2024	Lunch for 1 day Mar 24 BOT Meeting	\$19.00	\$19.00
EXEC	Hounanian,Cody	3/5/2024	3/5/2024	Home to Anaheim Marriot- For ATP Conference	\$38.19	\$38.19
EXEC	Mazer,Steven	1/16/2024	1/19/2024	Transportation from LAX to office- LA BOT Meeting	\$66.00	\$66.00
EXEC	Hershkowitz,Donna	1/31/2024	1/31/2024	Public transit related expense, from hotel to Office - SF Office Visit	\$7.20	\$7.20
EXEC	Hounanian,Cody	3/5/2024	3/5/2024	Parking at Anaheim Marriot for ATP conference.	\$42.00	\$42.00
EXEC	Hershkowitz,Donna	1/28/2024	1/31/2024	Flight for SF Office Visit	\$237.80	\$237.80
					Total	\$7,294

Combined Travel Expense Total

Executive & Board Travel	\$7,294
Executive PCard	\$9,273
Direct Bill	\$4,012
Total Q1'24	\$20,579

2024 Q1 Executive Pcard Travel Expense

Reporting Period 1/1/2024-3/31/2024

GRP	Card Holder Name	Trans Date	Post Date	Amount	Vendor	Description	Account	Debit/Credit
Exec	Leah Wilson	1/17/24	1/31/24	\$65.64	CURB LA TAXI	Taxi fare for ED travel from Burbank airport to hotel (January 2024 BOT meeting)	56110	Debit
Exec	Leah Wilson	1/22/24	1/31/24	\$694.58	MARRIOTTJW L.A.LIVE FD	ED lodging invoice for JW Marriott LA Live (January 2024 BOT meeting)	56110	Debit
Exec	Leah Wilson	1/26/24	1/31/24	\$48.39	SQ *ADMINISTRATIVE SERVIC	Taxi fare for ED traveling from Burbank airport to hotel (January 2024 BOT meeting)	56110	Debit
Exec	Leah Wilson	1/29/24	1/31/24	\$320.73	HILTON HOTELS	ED hotel charge for attending RAND: Access to Justice in California: Challenges and Policy Innovation Symposium	56110	Debit
Exec	Tara Malaowala	1/25/24	1/31/24	\$75.58	UBER TRIP	Transportation from Burbank Office to Airport - CBE Meeting	56110	Debit
Exec	Tara Malaowala	1/25/24	1/31/24	\$11.91	UBER TRIP	Transportation from LA Office to Hotel - CBE Meeting	56110	Debit
Exec	Tara Malaowala	1/29/24	1/31/24	\$289.98	SOUTHWES	Flight Burbank to Oakland - CBE Meeting	56110	Debit
Exec	Tara Malaowala	1/29/24	1/31/24	\$58.56	UBER TRIP	Transportation from LA Office to Burbank - CBE Meeting	56110	Debit
Exec	Tara Malaowala	1/29/24	1/31/24	\$53.94	UBER TRIP	Transportation from Oakland to Home - CBE Meeting	56110	Debit
Exec	Amy Nunez	1/29/24	1/31/24	\$107.80	WESTIN HOTEL BONAVENTURE	Hotel parking for CBE Jan 2024 Meeting	56110	Debit
BOT	Alfredo Hernandez	1/8/24	1/31/24	\$271.19	UNITED	Mary Huser Flight for the January BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/22/24	1/31/24	\$464.00	HYATT HOTELS	Melanie Shelby Hotel for Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/25/24	1/31/24	\$162.00	INDIGO LA DOWNTOWN	Patricia Barahona Part 1 of 3: hotel for the Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/22/24	1/31/24	\$162.00	INDIGO LA DOWNTOWN	Patricia Barahona Part 2 of 3: hotel for the Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/25/24	1/31/24	\$60.00	INDIGO LA DOWNTOWN	Patricia Barahona Part 3 of 3: hotel for Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/22/24	1/31/24	\$447.34	OMNI LOS ANGELES FRONT	Mark Toney Hotel for Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/25/24	1/31/24	\$192.00	INDIGO LA DOWNTOWN	Arnold Sowell Hotel for the Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/25/24	1/31/24	\$384.00	INDIGO LA DOWNTOWN	Brandon Stallings Hotel for Jan BOT meeting	56140	Debit
BOT	Alfredo Hernandez	1/25/24	1/31/24	\$192.00	INDIGO LA DOWNTOWN	Mary Huser Hotel for Jan BOT meeting	56140	Debit
Exec	Melanie Lawrence	2/9/24	2/29/24	\$15.50	LAZ PARKING M17507	Parking NOBC conference 2/7/2024	56110	Debit
Exec	Melanie Lawrence	2/12/24	2/29/24	\$15.50	LAZ PARKING M17507	Parking NOBC Conference 2/9/2024	56110	Debit
Exec	Melanie Lawrence	2/12/24	2/29/24	\$15.50	LAZ PARKING M17507	Parking NOBC conference 2/8/2024	56110	Debit
Exec	Tara Malaowala	2/27/24	2/29/24	\$46.20	CHEVRON 0305609	Gas for rental car Feb 2024 CBX	56151	Debit
Exec	Tara Malaowala	3/1/24	3/29/24	\$439.52	DOUBLETREE SAN FRANCISCO	Hotel for Feb 2024 CBX	56151	Debit
Exec	Tara Malaowala	3/1/24	3/29/24	\$169.80	ENTERPRISE RENT-A-CAR	Rental car for Feb 2024 CBX	56151	Debit
Exec	Elizabeth Hom	2/2/24	2/29/24	\$55.29	LYFT RIDE THU 10AM	Transportation LAX to LA office- LSTFC Strategic Planing Meeting	56110	Debit

Exec	Elizabeth Hom	2/2/24	2/29/24	\$64.51	LYFT RIDE THU 6AM	Transportation from home to airport-LSTFC Strategic Planing Meeting	56110	Debit
Exec	Elizabeth Hom	2/5/24	2/29/24	\$224.03	IC LOS ANGELES DOWNTOWN	Hotel for LSTFC Strategic Planning Meeting	56110	Debit
Exec	Elizabeth Hom	2/5/24	2/29/24	\$53.62	LYFT RIDE FRI 10PM	Transportation airport to home-LSTFC Strategic Planing Meeting	56110	Debit
Exec	Elizabeth Hom	2/21/24	2/29/24	\$2.75	OAKLAND PARK METER IPS	Parking for meeting with COAF Chair-LSTFC Strategic Planing Meeting	56110	Debit
Exec	Bridget Gramme	2/29/24	2/29/24	\$10.00	SMG-ONTARIO CONVENTION CE	Airport parking charge for site visit trip to bar exam location at DoubleTree Suites	56110	Debit
Exec	Doan Nguyen	2/5/24	2/29/24	\$207.00	INDIGO LA DOWNTOWN	Hotel stay for Legal Services Trust Fund Commission Strategic Planning Workshop	52150	Debit
BOT	Alfredo Hernandez	2/15/24	2/29/24	\$263.78	UNITED	Mary Huser Flight for March 2024 BOT meeting	56140	Debit
BOT	Alfredo Hernandez	2/19/24	2/29/24	\$110.00	AMTRAK .COM	Mattheus Stephens Train ticket to LA for BOT meeting	56140	Debit
Exec	Bridget Gramme	3/7/24	3/29/24	\$42.25	ANAHEIM MARRIOTT PKG	Parking fee associated with work administering the Feb. 2024 Orange County bar exam	56151	Debit
Exec	Tara Malaowala	3/8/24	3/29/24	\$11.95	ERAC TOLL 3JG1DZ	Bridge toll for Feb 2024 CBX	56151	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$425.28	HYATT HOTELS	Mark Toney Hotel Cost - March BOT meeting-	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$425.28	HYATT HOTELS	Mattheus Stephens Hotel Charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$425.28	HYATT HOTELS	Melanie Shelby Hotel Charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$425.28	HYATT HOTELS	Raymond Buenaventura Hotel for March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$446.20	INDIGO LA DOWNTOWN	Brandon Stallings Hotel Charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$446.20	INDIGO LA DOWNTOWN	Patricia Barahona Hotel Charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/21/24	3/29/24	\$446.20	INDIGO LA DOWNTOWN	Sarah Good Hotel Charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/25/24	3/29/24	\$0.72	HYATT HOTELS	Mark Toney misc hotel charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/25/24	3/29/24	\$1.08	HYATT HOTELS	Mattheus Stephens misc hotel charge - March BOT meeting	56140	Debit
BOT	Alfredo Hernandez	3/25/24	3/29/24	\$69.72	HYATT HOTELS	Melanie Shelby hotel tax charge error March BOT Meeting - to be refunded in April pcard	56140	Debit
BOT	Ray Buenaventura	3/25/24	3/29/24	\$69.72	HYATT HOTELS	Hotel tax charge in error March BOT Meeting - to be refunded in April charge	56140	Debit
BOT	Alfredo Hernandez	3/25/24	3/29/24	-\$62.20	INDIGO LA DOWNTOWN	Brandon Stallings Hotel Tax Refund March BOT Meeting	56140	Credit
BOT	Alfredo Hernandez	3/25/24	3/29/24	-\$62.20	INDIGO LA DOWNTOWN	Patricia Barahona Hotel Tax Refund March BOT Meeting	56140	Credit
BOT	Alfredo Hernandez	3/25/24	3/29/24	-\$62.20	INDIGO LA DOWNTOWN	Sarah Good Hotel Tax Refund March BOT Meeting	56140	Credit
BOT	Alfredo Hernandez	3/25/24	3/29/24	\$269.98	SOUTHWES	Raymond Buenaventura Flight March BOT Meeting-	56140	Debit
Exec	Erika Doherty	2/19/24	2/29/24	\$199.95	SOUTHWES	Travel to LA office for COPRAC meeting	52150	Debit
				Total Debit	\$9,460			
				Total Credit	-\$187			
				Total	\$9,273			

2024 Q1 Executive / Board of Trustee Direct-Bill Travel Expense

Reporting Period: 1/1/2024-3/31/2024

GRP	Passenger Name	Transaction	Issue Date	Depart Date	Vendor	Itinerary	Total Fare	Account	Description	Purpose
BOT	Sowell/Arnold Milton	4561367S	01/09/2024	01/18/2024	SOUTHWEST AIRLINES	SMF/BUR/SMF	\$419.48	56140 BOT Travel	Flight for Jan 24 BOT Meeting- Rebooked ticket to correct destination.	
BOT	Shelby/Melanie Makeba	4560864S	01/08/2024	01/17/2024	SOUTHWEST AIRLINES	SMF/LAX/SMF	\$457.47	56140 BOT Travel	Flight for Jan 24 BOT Meeting	
EXEC	Hom/Elizabeth A	4568007S	01/16/2024	02/01/2024	SOUTHWEST AIRLINES	SFO/LAX/SFO	\$168.67	56110 EXEC Travel	Flight for LSTFC Strategic Planning Workshop	
EXEC	Nguyen/Doan Trang Thi	4568314S	01/17/2024	02/01/2024	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$267.47	56110 EXEC Travel	Flight for LSTFC Strategic Planning Workshop	
EXEC	Ching/Audrey Bernadette	4556430S	01/03/2024	01/25/2024	UNITED AIRLINES	SFO/BUR/SFO	\$266.36	56110 EXEC Travel	Flight for Jan CBE Meeting	
BOT	Shelby/Melanie Makeba	4594099S	02/13/2024	03/20/2024	SOUTHWEST AIRLINES	SMF/BUR/LAX/SFO	\$201.93	56110 EXEC Travel	Flight for Mar 24 BOT Meeting	
BOT	Toney/Mark Warren	4599370S	02/20/2024	03/20/2024	SOUTHWEST AIRLINES	OAK/BUR/OAK	\$248.47	56140 BOT Travel	Flight for Mar 24 BOT Meeting	
BOT	Buenaventura/Raymond Amador	4601226S	02/21/2024	03/22/2024	ALASKA AIRLINES	LAX/SFO	\$139.10	56140 BOT Travel	Flight for Mar 24 BOT Meeting	
EXEC	Doherty/Erika Kirsten Leighton	4593201S	02/13/2024	03/13/2024	SOUTHWEST AIRLINES	OAK/SNA/OAK	\$305.46	56110 EXEC Travel	CJER Conference for Judicial Council (JC); should have been booked through CJER. Doherty working with JC for reimbursement.	
BOT	Stallings/Brandon Neil	4621143S	03/14/2024	03/19/2024	SOUTHWEST AIRLINES	BUR/SMF/BUR	\$539.17	56140 BOT Travel	Flight for Mar 24 BOT Meeting	
EXEC	Hershkowitz/Donna Sue	4622414S	03/18/2024	04/02/2024	SOUTHWEST AIRLINES	BUR/SMF/BUR	\$357.72	56110 EXEC Travel	Bill Hearing SB 1476- Employee did not travel	
EXEC	Hom/Elizabeth A	4624818S	03/20/2024	04/17/2024	SOUTHWEST AIRLINES	SFO/LAX/SFO	\$277.92	56110 EXEC Travel	Meeting with OA&I Staff and JNE Commission Meetings	
Total							\$4,012			