



DID YOU KNOW?

Travel and Conferences

What is the amount of money spent on Travel and Conference?

This year, the planned budget for travel was \$1,197,957, which is an increase from actuals in 2022 of \$1,000,000. However, the actual travel and conference costs as of 2/15/24 is \$491,888.

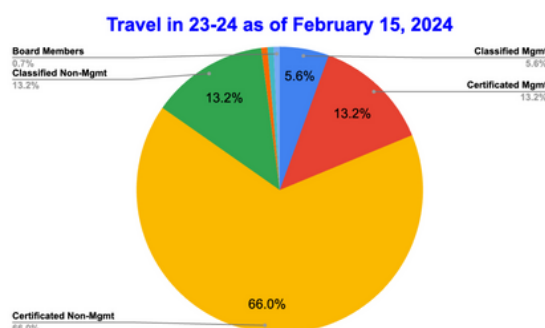
The travel budget was significantly reduced during Covid, but now that staff professional learning opportunities are being held both in person and remotely the budget amount for professional learning (i.e. Travel and Conference) has returned back to pre-pandemic levels. Below is a chart with the trend.

COVID: less travel, more online meetings

	2019	2020	2021	2022	2023
Actuales	\$719,301	\$519,698	\$132,684	\$275,656	\$849,081

Who is taking trips on travel and conference budgets?

Certificated and classified staff, along with administrators, are allowed to attend conferences if they receive manager approval. We looked into the percentages in the 23-24 school year, and below is a breakdown along with the percentage of total employees we have at the district by bargaining unit:



Santa Barbara Unified Staff as of 2/15/24		
Bargaining Unit	Totals	%
Certificated Non-Management	845	44.29%
Classified Non-management	765	40.09%
Certificated Management	56	2.94%
Classified Management	25	1.31%
Non-Union	205	10.74%
Confidential	7	0.37%
Board Members	5	0.26%
Total	1908	100.00%

Where is the funding for Travel and Conference coming from?

Most of the travel costs are for various restricted programs that encourage travel for professional development, for required training or for required meetings with state and other agencies.

This year staff have traveled for the following restricted programs: Coordinated Early Intervention, Child Development State Pre-K, Career Tech, Dual Enrollment, Routine Restricted Maintenance, Special Education, LCAP, AVID, Lottery, Medi-cal, Partnership Academies, Perkins Grant, Specialized Education, Strong Workforce Program, Title 1, Title 2, and Transitions Partnership Program.

Restricted travel and conferences costs = \$397,017 (80.7%)

Unrestricted travel and conferences costs = \$94,871 (19.2%)

Total actuals and encumbrances 2/15/24 = \$491,888 (100%)

What can the money be spent on?

Funds for travel and conference can only be spent on official business. All staff travel above \$3,000 or out of state must be approved by the Board of Education. All funds under that amount must be approved by the Principal or Department Head and Fiscal Services. Additionally, all spending in the District is audited to ensure that funds are spent appropriately on what they are allocated to.