



## INFORMATIONAL REPORT

**DATE ISSUED:** 8/15/2008  
**REPORT NO:** HCR 08-85  
**SUBJECT:** Annual Report on Travel and Training Expenses for FY 2008

**NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION**

### SUMMARY

The fiscal year 2008 agency wide travel and training expenditures totaled \$137,718. The budget for the travel and training expenditures for fiscal year 2008 was \$280,452.


### BACKGROUND

Attached on page 1 is the fiscal year 2004 through 2008 comparison of travel and training expense and budget. Also included is the detailed Travel and Training Report for fiscal Year 2008 on pages 2 through 4. The report details out-of-town travel and training expenses only. In-town travel and training expenses are provided in the aggregate and are included on page 4 of the attachment along with the total travel and training expense for the fiscal year 2008.

### DISCUSSION

Fiscal year 2008 expenditures totaled \$137,718, or approximately 49% of the approved operating budget of \$280,452. The total expenditures were approximately 18% lower than fiscal year 2007 and were all within budget. The reduction in the travel and training is due to cost containment measures implemented in response to reduction of administrative funding.

Respectfully submitted,

  
John Pfeiffer  
Chief Financial Officer

Approved by,

  
Carrol M. Vaughan  
Interim President & Chief Executive Officer

Attachment(s):

1. Year-to-Date Comparison of Travel and Training Report & Out of Town Travel and Training Detail.

YEAR-TO-DATE COMPARISON OF TRAVEL AND TRAINING REPORT

TRAVEL EXPENSES (includes transportation/lodging/meals)

FISCAL YEAR	TOTAL	BUDGET
2004	63,952	113,052
2005	61,298	99,445
2006	83,674	110,927
2007	94,720	109,754
2008	62,985	111,105

TRAINING EXPENSES (includes seminars/conferences/training materials)

FISCAL YEAR	TOTAL	BUDGET
2004	83,901	224,821
2005	55,449	193,289
2006	111,497	152,286
2007	73,222	172,902
2008	74,733	169,347

TOTAL TRAVEL AND TRAINING EXPENSES

FISCAL YEAR	TOTAL	BUDGET
2004	147,853	337,873
2005	116,747	292,734
2006	195,172	263,213
2007	167,942	282,656
2008	137,718	280,452

TRAVEL AND TRAINING  
FOR FISCAL YEAR ENDING JUNE 30, 2008

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL
Financial Program Analyst	Operations	Aptos, CA	CHWCA Annual Board Meeting	\$ 507
Director of Financial Services	Operations	Bakersfield, CA	SCFOG meeting - Bakersfield	\$ 388
Accounting Supervisor	Operations	Bakersfield, CA	SCFOG meeting - Bakersfield	\$ 388
Sr. Program Analyst	Asset Management	Brea, CA	NAHRO So Cal Fall Workshop	\$ 475
President & Chief Executive Officer	Operations	Chicago, IL	NAHRO 2007 Summer Conf	\$ 1,877
Commissioner	Operations	Chicago, IL	NAHRO 2007 Summer Conf	\$ 2,140
Human Resources Manager	Business Services	Chicago, IL	Society for HR Mgmt	\$ 3,109
Senior Program Analyst	Operations	Clark City, NV	PSWRC Annual Fall Workshop	\$ 1,314
Accounting Supervisor	Operations	Ft Lauderdale, FL	GFOA 102nd Annual Conf	\$ 1,814
Sr. Program Analyst	Housing Finance & Development	Irvine, CA	Land Policy Courses	\$ 1,086
Resident Service Manager	Asset Management	Kansas City, MO	Workforce Innovations	\$ 1,685
Accounting Supervisor	Operations	La Palma, CA	ADP Benefit Accruals Training	\$ 357
Accounting Supervisor	Operations	Lake Arrowhead, CA	SCFOG Meeting	\$ 623
Director of Financial Services	Operations	Lake Arrowhead, CA	SCFOG Meeting	\$ 590
Director of Rental Assistance	Housing Services	Lake Arrowhead, CA	SCFOG 2007 Fall Conf	\$ 717
Secretary to the CEO	Operations	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 434
Interim President & CEO	Operations	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,074
Records Management	Business Services	Las Vegas, NV	SD ARMA 2007-2008 Board Conf	\$ 126
Director of Rental Assistance	Housing Services	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,316
Commissioner	Operations	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,527
Director of Rental Assistance	Housing Services	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,536
Business Services Supervisor	Business Services	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,388
Project Manager	Business Services	Las Vegas, NV	PSWRC Annual Fall Workshop	\$ 1,356
Accounting Supervisor	Operations	Las Vegas, NV	HCV Exec Mgmt & Rptg	\$ 1,394
Loan Management Supervisor	Loan Management	Las Vegas, NV	12th Annual Western States Loan Servicing Conf	\$ 1,060
Business Services Director	Business Services	Las Vegas, NV	NAHRO Conference	\$ 1,016
Housing Specialist	Housing Services	Long Beach, CA	HCV Exec Mgmt	\$ 1,659
Housing Specialist	Housing Services	Long Beach, CA	HCV Exec Mgmt	\$ 1,785
Commissioner	Operations	Long Beach, CA	NAHRO Annual Spring Conf	\$ 1,414
Business Services Supervisor	Business Services	Long Beach, CA	NAHRO Annual Spring Conf	\$ 1,226
Project Manager	Business Services	Long Beach, CA	NAHRO Annual Spring Conf	\$ 942
Housing Supervisor	Housing Services	Long Beach, CA	HCV Exec Mgmt	\$ 1,776
Human Resources Manager	Business Services	Long Beach, CA	2008 NAHRO Annual Spring Conf	\$ 678
Housing Assistant	Housing Services	Long Beach, CA	2008 NAHRO Annual Spring Conf	\$ 665

TRAVEL AND TRAINING  
FOR FISCAL YEAR ENDING JUNE 30, 2008

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL
Interim President & CEO	Operations	Los Angeles, CA	PSWRC Board Meeting	\$ 361
Director of Housing Finance & Development	Housing Finance & Development	Los Angeles, CA	NAHRO Spring Workshop	\$ 341
Director of Housing Finance & Development	Housing Finance & Development	Los Angeles, CA	CA Housing Consortium	\$ 485
Supportive Housing Administrator	Housing Finance & Development	Los Angeles, CA	NAHRO Spring Workshop	\$ 512
Project Manager	Business Services	Los Angeles, CA	NAHRO Southern Chapter Spring Workshop	\$ 571
Business Services Director	Business Services	Monterey, CA	CALPELRA 3rd Annual Training Conf	\$ 1,442
Reinvestment Coordinator	Housing Finance & Development	Oakland, CA	Foreclosure Meeting - Wells Fargo	\$ 356
Reinvestment Coordinator	Housing Finance & Development	Oakland, CA	CA Reinvestment Coalition	\$ 309
Director of Financial Services	Operations	Oakland, CA	Basic Afford Hsg Training for Non-Lawyers	\$ 642
Director of Rental Assistance	Housing Services	Oakland, CA	Meeting with Mark Stephenson	\$ 572
Director of Business Services	Business Services	Ontario, CA	HAA of SO CA	\$ 202
Director of Rental Assistance	Housing Services	Ontario, CA	HAA of SO CA	\$ 173
Director of Financial Services	Operations	Orlando, FL	AICPA Training	\$ 1,932
Compliance Monitoring	Housing Finance & Development	Oxnard, CA	CA Tax Credit Alloc Committee	\$ 312
Program Analyst	Housing Finance & Development	Oxnard, CA	CA Tax Credit Alloc Committee	\$ 386
Housing Assistant II	Housing Finance & Development	Oxnard, CA	CA Tax Credit Alloc Committee	\$ 50
Business Services Supervisor	Business Services	Palm Spring, CA	CAERP Exec Board Meeting	\$ 324
Business Services Supervisor	Business Services	Palm Spring, CA	CAERP 32nd Annual Training Conf	\$ 1,197
Sr. Program Analyst	Housing Finance & Development	Pasadena, CA	HOME Training	\$ 695
Program Manager	Housing Finance & Development	Sacramento, CA	Hsg CA 2008 Annual Conf	\$ 1,044
Accounting Supervisor	Operations	Sacramento, CA	LAIF 2007 Annual Conf	\$ 663
Director of Housing Finance & Development	Housing Finance & Development	Sacramento, CA	CAL-ALHFA Meetings	\$ 350
Director of Housing Finance & Development	Housing Finance & Development	Sacramento, CA	CAL-ALHFA Legislative Conf	\$ 1,177
Director of Financial Services	Operations	Sacramento, CA	LAIF Conference	\$ 615
Director Policy & Public Affairs	Policy & Public Affairs	Sacramento, CA	Housing CA 2008 Annual Conf	\$ 1,239
Financial Program Analyst	Operations	Salem, NC	Risk Management for Non-Profits	\$ 1,870
Senior Resident Initiatives Coordinator	Housing Services	Salt Lake City, UT	American Association of Service Coordinators Conf	\$ 939
Director of Rental Assistance	Housing Services	San Antonio, TX	HCV Financial Mgmt & Rptg	\$ 2,365
Human Resources Manager	Business Services	San Bernardino, CA	HR Consortium 08 Spring Conf	\$ 455
Reinvestment Coordinator	Housing Finance & Development	San Francisco, CA	Bank Meeting	\$ 256
Reinvestment Coordinator	Housing Finance & Development	San Francisco, CA	CA Reinvestment Coalition	\$ 540
Supervising Project Manager	Housing Finance & Development	San Francisco, CA	Natl Inclusionary Housing Conf	\$ 1,259
Reinvestment Coordinator	Housing Finance & Development	San Jose, CA	CRC/Merrill Lynch Mtg	\$ 365
Business Services Supervisor	Business Services	San Jose, CA	CA Equal Rights Prof Board Mtg	\$ 369
President & Chief Executive Officer	Operations	Savannah, GA	NAHRO 2008 BOG Leadership Summit	\$ 1,350

TRAVEL AND TRAINING  
FOR FISCAL YEAR ENDING JUNE 30, 2008

TRAVELER	ACTIVITY GROUP	DESTINATION	PURPOSE	TOTAL
Interim President & CEO	Operations	Seattle, WA	CLPHA Conference	\$ 1,873
Senior Resident Initiatives Coordinator	Housing Services	St Louis, MO	AFI Conference	\$ 1,519
Interim President & CEO	Operations	Washington, DC	NAHRO 2008 Legislative Conf	\$ 3,615
Reinvestment Coordinator	Housing Finance & Development	Washington, DC	NCRC 2008 Nat'l Conf	\$ 1,721
Sr. Program Analyst	Housing Finance & Development	Washington, DC	2007 Annual Mtg of the Nat'l Shelter	\$ 1,901
Director of Rental Assistance	Housing Services	Washington, DC	HUD HCV Forum	\$ 1,171
Director of Rental Assistance	Housing Services	Washington, DC	Quadel Conference	\$ 1,711
Commissioner	Operations	Washington, DC	NAHRO 2007 Legislative	\$ (32)
Commissioner	Operations	Washington, DC	NAHRO 2008 Legislative Conf	\$ 2,682
Director Policy & Public Affairs	Policy & Public Affairs	Washington, DC	NAHRO 2008 Legislative Conf	\$ 2,510
			TOTAL OUT OF TOWN TRAVEL/TRAINING	\$ 83,828
			TOTAL IN TOWN TRAINING	\$ 53,890
			TOTAL TRAVEL & TRAINING	\$ 137,718