

KUMISION SETTEFIKASION PARA I MANMANIDUKA  
 GUAM COMMISSION FOR EDUCATOR CERTIFICATION  
 Dr. Lawrence F. Kasperbauer, Treasurer

## TREASURER'S REPORT

Tuesday, 2/12/2013  
 (Run Date 2/12/2013)

| PL 131-233 GENERAL FUND APPROPRIATION ACCOUNTS (5100A137600GA001) - YEAR-TO-DATE |   |                     |                  |                  |              |                  |
|--|---|---------------------|------------------|------------------|--------------|------------------|
| Budget Category  | FY 2011 Lapsed Funds<br>(Funds not available) | Total Appropriation | Allotments       | Expenditures     | Encumbrances | Funds Available  |
| 111 - Personnel  | -   | 121,693.00          | 47,250.00        | 30,180.76        |              | 17,069.24        |
| 113 - Benefits   | -   | 51,976.00           | 19,990.00        | 12,806.50        |              | 7,183.50         |
| 114- Health Benefits   |   |                     |                  |                  |              |                  |
| 230 - Contractual services   | -   | 14,100.00           |                  |                  |              |                  |
| 233 - Building rent  | -   | 6,000.00            |                  |                  |              |                  |
| 240 - Supplies   | -   | 1,062.00            | 532.00           |                  |              | 532.00           |
| 271- Drug Testing Charges  |   |                     |                  |                  |              |                  |
| 290 - Miscellaneous  | -   | 4,200.00            |                  |                  |              |                  |
| 363 - Telephone  | -   | 4,800.00            |                  |                  |              |                  |
| <b>Total</b>   | -   | <b>203,831.00</b>   | <b>67,772.00</b> | <b>42,987.26</b> |              | <b>24,784.74</b> |

| FEE ACCOUNTS (5100X087600RS501800) - YEAR-TO-DATE |                  |                 |                  |                  |                                    |                  |
|---|------------------|-----------------|------------------|------------------|------------------------------------|------------------|
| Budget Category                                   | Allotments       | Expenditures    | Encumbrances     | Funds Available  | Monthly Collections<br>(110023213) |                  |
| 111 - Personnel                                   | -                | -               | -                | -                | October                            | 23,507.50        |
| 113 - Benefits                                    | -                | -               | -                | -                | November                           | -                |
| 220 - Travel                                      | 4,250.74         | 4,217.57        | -                | 33.17            | December                           | -                |
| 230 - Contractual services                        | 23,373.62        | -               | 10,660.17        | 12,713.45        | January                            | -                |
| 233 - Building rent                               | 8,500.00         | -               | -                | 8,500.00         | February                           | -                |
| 240 - Supplies                                    | 1,810.14         | -               | -                | 1,810.14         | March                              | -                |
| 250 - Equipment                                   | 4,183.18         | -               | -                | 4,183.18         | April                              | -                |
| 271 - Drug testing                                | 150.00           | -               | -                | 150.00           | May                                | -                |
| 290 - Miscellaneous                               | 6,182.18         | 450.00          | -                | 5,732.18         | June                               | -                |
| 363 - Telephone                                   | 5,333.65         | -               | 755.40           | 4,578.25         | July                               | -                |
| 450 - Capital outlay                              | -                | -               | -                | -                | August                             | -                |
| 800 - Exp Reim                                    | -                | -               | -                | -                | September                          | -                |
| <b>Total</b>                                      | <b>53,783.51</b> | <b>4,667.57</b> | <b>11,415.57</b> | <b>37,700.37</b> | <b>YTD Total</b>                   | <b>28,310.15</b> |

\*Update to 2/12/2013

**Account Total not loaded \$39,464.56**

## GCEC REQUISITION REQUEST/PURCHASE ORDERS

| DATE OF REQUEST: | REQUISITION REQUEST:   | AMOUNT:     | PURCHASE ORDER APPROVED: |
|------------------|--|-------------|--------------------------|
| 1/31/2013        | Open PO for PDN & Mariana's Variety to announce Public Notices | \$ 1,400.00 | PO approved 2/11/2013    |
| 2/1/2013         | Photographer Services  | \$ 500.00   |                          |
| 2/11/2013        | Automatic Voltage Regulator 1000 watts                         | \$ 179.99   |                          |
| 2/11/2013        | Power Supply 650 watts   | \$ 129.99   |                          |

# **GUAM COMMISSION FOR EDUCATOR CERTIFICATION**

## **TRAVEL POLICY**

**WHEREAS**, a legitimate need exists for Commission members, the administrator and staff members to travel on official business; and

**WHEREAS**, the GCEC Commission members has the responsibility to establish a travel policy which meets the need of the Commission members and employees to attend meetings and other official functions off-island.

**NOW, THEREFORE, BE IT RESOLVED**, that all Commission travel must be performed either for the direct benefit of the Guam Commission For Educator Certification or to fulfill a real and legitimate obligation of the Commission.

**BE IT FURTHER RESOLVED**, that except for unusual circumstances approved by the Commission members in a meeting only one person may travel to attend the same activity.

**BE IT FURTHER RESOLVED**, that all off-island travel is approved by the Commission members in a meeting. Following any travel, the person(s) who travel must provide a written report of the results to the Commission.

Adopted: February 12, 2013

Resolution No: 13-001

# **GUAM COMMISSION FOR EDUCATOR CERTIFICATION**

POLICY MEMORANDUM NO. 13-001

RE: TRAVEL RULES AND REGULATIONS FOR GCEC COMMISSION MEMBERS  
AND STAFF

Effective Date: February 13, 2013

- I. **GENERAL:** All persons travelling off-island for GCEC shall provide themselves with funds sufficient for all current expenses. They shall exercise the same care in incurring expenses that a prudent person would if travelling on personal business.
- II. **POLICY:** It is the policy of GCEC that all off-island travel must be performed either for the direct benefit or to fulfill a real and legitimate obligation of the Commission. GCEC shall exercise prudence in sponsoring off-island travel for probationary employees.
- III. **PURPOSE AND SCOPE:** The purpose of these Rules is to provide standard travel policies governing off-island travel of employees and voting commission members authorized by the Commission.
- IV. **DEFINITIONS:**
  - A. "Commission" means the Guam Commission For Educator Certification.
  - B. "Per Diem Allowance" shall be held to include all charges for meals; lodgings; personal use of room during daytime; baths; all tips to waiters, porters, baggage men, bellboys, hotel maids, dining room stewards, and other on vessels and hotel servants in foreign countries, in connection with transportation, telegrams and telephone reserving hotel accommodation; laundry, cleaning and pressing of clothing; fans and fires in rooms; transportation between places of lodgings or business, and where meals are taken. The term "lodgings" does not include accommodations on airplanes or trains and expenses therefore are not to be borne by the traveler from his / her per diem allowance.

Per Diem Allowance must comply with 5 GCA, Chapter 23, §23104 (a) (1).
  - C. "Traveler" shall mean the person who is traveling off-island on official business for the Commission.
- V. **PERSONS AUTHORIZED TO TRAVEL:** Commission members and employees of the Guam Commission For Educator Certification are authorized to travel at the Commission's expense.

## VI. OFF-ISLAND TRAVEL

### A. Authorization

Each trip off-island will require advance authorization by the Commission members in a Commission meeting who shall approve the trip and expenditures as necessary to the operation of the Commission. Specific approval is required for each individual traveler. The approval shall include a determination that the expense is reasonable and necessary in the particular case.

### B. Request for Travel

1. Request will be prepared on a Travel Request and Authorization Form by the GCEC staff. All necessary facts should be assembled in preparation of the Travel Authorization – TA, to include the following:
  - i. Purpose
  - ii. Where – City, State
  - iii. Dates
  - iv. Name of Traveler
  - v. Air Fare Cost
  - vi. Per Diem
  - vii. Deposits and / or registration required
  - viii. Any other useful factors
  - ix. Completed TA submitted for approval
2. The TA form will be concurred by the Executive Director and then sent to BBMR for final approval at least fifteen (15) days prior to the commencement date of travel.
3. Travel Status: An employee will be considered on travel status during his / her period of absence on official business away from place at which such official business is transacted. Travel status begins with departure of common carrier from Guam on which the traveler has his / her regular place of work and terminates upon his / her return on Guam.
4. Salary While on Travel Status: A traveler who is an employee of the Commission shall receive his / her regular pay in addition to per diem during the authorized travel time.
5. Travel Time: The time considered as official travel shall be the time necessary to travel by air by the most direct route to and from the point or points specified in the travel authorization plus the time necessary to transact the required official business. Each traveler will be given one day to travel to their destination and an additional one day upon their return to Guam. Every effort should be made to reserve complete flight schedules well in advance to avoid delays at transfer points.

6. Type of Air Travel Authorized: Travel for authorized persons shall be by the most direct route on economy class.
7. Routing of Travel: All travel must be a usually travelled and most direct route. Travel tickets shall be for complete routes, inclusive of stopover privileges whenever or wherever practicable, to minimize the cost of special or short run trips, stopovers, or back-tracking.
8. Indirect Travel: Indirect travel is authorized, provided that such travel is not additional expense to the Commission.

VII. TRAVEL ALLOWANCE: Traveler may elect to finance his / her trip with his / her own funds, or GCEC may pay for travel expenses and per diem, or a combination of them.

A. Per Diem Allowance: Basic per diem allowance for traveler is based on the Federal Per Diem Rates.

If the employee is a Director or Commission member, the rate is One Hundred Twenty Five Percent (125%) of the basic per diem rates.

Per Diem is for the actual number of days the traveler is on official government business.

B. Subsistence in Lieu of Per Diem

Subsistence in lieu of per diem may be granted by the Governor only. Receipts must be obtained for all expenses incidental to travel, including hotel, airline tickets and meals.

VIII. Use of Leave While Traveling

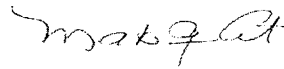
A. Reporting Leave Use: If leave of any kind is to be taken while on travel status, the traveler must attach a copy of the approved leave form to the travel request. Upon returning to Guam, the traveler must show the exact hour of departure from and return to duty situation.

B. Per Diem When Leave is Taken: If leave of absence begins or terminates within the traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time, but if the leave of absence does not begin or terminate until after the traveler's prescribed hours of duty, the traveler will be regarded as being in travel status until midnight of the day in which the leave of absence begins and from 12:01 a.m. of the day following the leave of absence. A traveler will be considered to be in travel status on non-working day if immediately preceded or followed by leave of absence. Fractional leave of absence wholly within a day or less will be disregarded for per diem payment purposes; where it exceeds half of the prescribed working hours, no per diem will be allowed.

C. Leave as a Result of Illness or Injury: Whenever a traveler takes leave of absence of any kind because of illness or injury not due to his / her own misconduct, the prescribed per diem shall continue for periods not to exceed 14 calendar days. The evidence filed with the agency concerned under provisions of the annual and sick

leave regulations should accompany the travel voucher. The traveling personnel should refund the per diem allowance if he / she received no hospitalization under any status and received reimbursement under such status for hospital expenses paid by him / her. If approved by the official authorizing the travel, transportation expenses to the employee's designated post of duty and per diem en route whenever the employee becomes incapacitated due to illness or injury not due to his / her own misconduct while en route to or while at temporary duty station prior to completion of same, shall be allowed.

- IX. Travel Report: In addition to the reporting of travel expenses, the traveler is also required to submit a written report concerning the conference or meeting attended; the major highlights; and identify the areas that can be applied or useful to the Commission.



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Margie Ann L. G - Artero, Acting Chairperson



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Lea E. Santos, Secretary