

Department of Administration



**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		WHITNEY BREWSTER		
Position:		Division Director		
Organization:		Division of Motor Vehicles		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
2/4/09	2/5/09	Attend legislative session covering the fiscal year (FY) 2010 budget overview, FY 2009 budget supplementals, and House Bill 3; testify before the Department of Administration House Finance subcommittee on Division of Motor Vehicle (DMV) issues	Juneau	903
10/8/09	10/9/09	Perform audit of driver services; meet with Department of Transportation staff about the new crash reporting system	Juneau	800
11/6/09		Meet new DMV employee; verify arrangements with the City of Bethel on the shared space for the new DMV state office	Bethel	453
12/10/09		Meet with city and borough officials regarding registration and insurance requirements	Kotzebue	629
12/11/09		Meet with legislative and local leaders regarding Bethel DMV office (due to office closures in Bethel, this trip was postponed until sometime in January 2010)	Bethel	9
TOTAL: WHITNEY BREWSTER				2,794

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		KEVIN BROOKS		
Position:		Deputy Commissioner		
Organization:		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
7/23/09	7/25/09	Review construction progress of Palmer State Office Building remodel; meet with Division of General Services staff regarding facilities and leasing issues; meet with Division of Enterprise Technology Services staff regarding safety issues; tour the Anchorage Data Center	Anchorage	962
11/5/09		Attend the House Finance committee meeting regarding Geographic Differential Study	Anchorage	611
TOTAL: KEVIN BROOKS				1,573

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		ANAND DUBEY		
Position:		Division Director		
Organization:		Enterprise Technology Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/12/09	1/15/09	Attend Department of Administration (DOA) staff meetings; work in Juneau office	Juneau	1,101
2/9/09	2/13/09	Attend DOA staff meetings; attend Alaska Public Office Commission Insight presentation; work in Juneau office	Juneau	1,456
4/27/09	5/1/09	Attend 2009 mid year conference of National Association of State Chief Information Officers (NASCIO) (NASCIO reimbursed the State \$500 for airfare)	Baltimore, MD	1,230
6/15/09	6/16/09	Attend Active Directory Project management meetings; work in Juneau office	Juneau	1,000
6/21/09	6/28/09	Attend Information Technology Consolidation; tour States of Tennessee and Arizona Data Centers; observe infrastructure set-up; attend meetings	Nashville, TN; Phoenix, AZ	3,541
8/29/09	9/2/09	Travel to Alaska Land Mobile Radio and State of Alaska Telecommunications System sites along Glenn and Richardson Highway	Anchorage; Glennallen; Tok; Delta	604
9/21/09	10/1/09	Attend budget meetings; attend DOA staff meetings; work in Juneau office	Juneau	2,553
10/24/09	10/28/09	Attend the NASCIO conference (NASCIO reimbursed the State \$500 for airfare)	Austin, TX	1,079
11/2/09	11/5/09	Attend Executive Information Board meeting; attend DOA staff meetings; work in Juneau office	Juneau	925
11/30/09	12/2/09	Attend budget meetings; attend DOA staff meetings; work in Juneau office	Juneau	1,019
TOTAL: ANAND DUBEY				14,508

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		KIM GARNERO		
Position:		Division Director		
Organization:		Division of Finance		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
2/23/09		Meet with governor's staff to provide information on the State's travel policy	Anchorage	640
3/22/09	3/28/09	Attend and present at National Association of State Comptrollers (NASC) annual conference (lodging in the amount of \$692 provided by NASC)	Annapolis, MD	1,628
8/15/09	8/19/09	Attend National Association of State Auditors, Comptrollers, and Treasurers annual conference	Dearborn, MI	2,639
TOTAL: KIM GARNERO				4,907

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		VERN JONES		
Position:		Chief Procurement Officer		
Organization:		Division of General Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
3/11/09	3/13/09	Attend American Recovery and Reinvestment Act implementation meeting (National Association of State Procurement Officials (NASPO) paid travel expenses and reimbursed State \$175 for meals and ground transportation, partial meals provided)	Washington, D.C.	
3/21/09	3/25/09	Attend conference on How to Market State Government; meet with NASPO board of directors (NASPO paid travel expenses and reimbursed the State \$486 for meals and ground transportation, partial meals provided)	Chicago, IL	
4/7/09	4/8/09	Conduct procurement training class for State of Alaska employees (trip cancelled)	Anchorage	19
4/20/09	4/21/09	Conduct procurement training class for State of Alaska employees	Anchorage	715
6/6/09	6/9/09	Attend Western State Contracting Alliance (WSCA) mid year Director's meeting (WSCA paid travel expenses and reimbursed the State \$338 for meals and ground transportation)	Rapid City, SD	
9/8/09	9/9/09	Conduct procurement training class for State of Alaska employees	Anchorage	719
9/18/09	9/20/09	Attend NASPO annual meeting (NASPO paid travel expenses and reimbursed the State \$135 for meals)	Lake Tahoe, NV	
10/13/09	10/14/09	Meet with US Travel to review Alaska Airlines contract savings and develop renewal negotiation strategy; attend and present How to do Business with the State at Alaska Veteran Business conference; attend meetings with veteran business owners	Anchorage	641
10/21/09	10/22/09	Conduct procurement training class for State of Alaska employees	Anchorage	649
11/1/09	11/3/09	Attend NASPO Board of Directors Strategic Planning meeting (NASPO paid travel expenses and reimbursed the State \$230 for meals and ground transportation)	Denver, CO	
11/30/09	12/1/09	Meet with Alaska Airlines to review State of Alaska contract fares, savings targets, and usage data to negotiate contract changes	Seattle	858
12/6/09	12/11/09	Attend WSCA Directors Meeting & Cooperative Development conference (WSCA paid travel expenses and reimbursed the State \$324 for meals and ground transportation)	Indian Wells, CA	
12/29/09		Meet with Division of General Services Leasing staff on boundary and other lease solicitation issues; meet with Pacific Tower Property management to discuss subcontracting procurement and competition requirements under their contract	Anchorage	616
TOTAL: VERN JONES				4,217

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:	ANNETTE KREITZER
Position:	Commissioner
Organization:	Department of Administration

Dates Traveled		Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
Begin	End								
4/21/09	4/24/09	Attend Alaska Retirement Management Board (ARMB) meeting; work in Anchorage office (\$946 reimbursed by Department of Revenue (DOR) for ARMB meeting)	Anchorage		63	120	85		268
5/26/09	5/30/09	Attend Alaska Land Mobile Radio (ALMR) executive council meeting; meet with legislators; work in Anchorage office	Anchorage		830	268	340	39	1,477
6/8/09		Meet with Division of Motor Vehicles (DMV) staff; meet with Division of Enterprise Technology staff	Anchorage		678	60		39	777
6/15/09	6/19/09	Attend ARMB meeting; work in Anchorage office (\$1,024 reimbursed by DOR for ARMB meeting)	Anchorage		249	168	418	7	842
6/21/09	6/24/09	Attend Information Technology Consolidation retreat	Nashville, TN	695	1,077	182	412	30	2,396
7/25/09	7/27/09	Work in Anchorage office; meet with DMV staff; meet with various legislators; attend ALMR meeting	Anchorage; Fairbanks		795	298	608	20	1,721
8/3/09		Meet with Chief of Staff Mike Nizich and commissioners to discuss building issues	Anchorage		561	60		20	641
8/4/09	8/7/09	Deposed by attorneys in Mercer lawsuit (\$1,167 paid by Paul, Weiss, Rifkind, Whorton & Garrison LLP)	New York						
8/13/09	8/14/09	Meet with Governor Parnell and Chief of Staff Mike Nizich to discuss information technology	Anchorage		624	120	118	20	882
9/3/09	9/4/09	Attend governor's budget meetings; work in Anchorage office	Anchorage		700	92	181	60	1,033
9/22/09	9/24/09	Attend Cabinet meeting; speak at ALMR Executive Council meeting; work in Anchorage office (trip cancelled)	Anchorage					20	20
9/30/09	10/2/09	Work in Anchorage office; attend ARMB meeting (\$1,067 reimbursed by DOR for ARMB meeting)	Anchorage; Fairbanks		180	12		20	212
10/15/09	10/16/09	Speak at Alaska Statewide Payroll conference on behalf of Governor Parnell; work in Anchorage office	Anchorage		606	92	189	40	927
10/23/09	10/30/09	Attend ARMB Education Symposium (\$1,988 reimbursed by DOR)	New York						
11/4/09	11/6/09	Attend House Finance committee meeting; work in Anchorage office	Anchorage		790	148	198	30	1,166
11/16/09		Attend Cabinet meeting	Anchorage		560	60		9	629
11/18/09	11/19/09	Attend ALMR Executive Council meeting; meet with Anchorage directors; work in Anchorage office	Anchorage		650	120	99	14	883

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:	ANNETTE KREITZER
Position:	Commissioner
Organization:	Department of Administration

Dates Traveled		Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
Begin	End								
12/1/09		Attend Cabinet meeting	Ketchikan		509	60		9	578
12/2/09	12/4/09	Attend ARMB meeting (\$1,038 reimbursed by DOR)	Anchorage						
12/9/09	12/11/09	Meet with city officials to discuss traffic counts and proposed regulations for registering vehicles; meet with Public Defender Agency staff; visit DMV commission office	Anchorage; Kotzebue		1,310	92	75	41	1,518
TOTALS: ANNETTE KREITZER					695	1,952	2,723	418	15,970

M & IE column contains meals and incidental allowance

Other Expenses column includes State Travel Office service fees, hotel charges (such as phone, computer, and internet usage), and other incidental expenses

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		RACHEL LEVITT		
Position:		Division Director		
Organization:		Office of Public Advocacy		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/19/09	1/22/09	Meet with legislators, local attorneys, and judges; visit Juneau office	Juneau	1,127
2/3/09	2/4/09	Testify before the House Finance subcommittee regarding budget	Juneau	775
9/30/09	10/2/09	Attend annual Office of Public Advocacy Public Defenders conference (meals provided at conference)	Girdwood	118
TOTAL: RACHEL LEVITT				2,020

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		NICKI NEAL		
Position:		Division Director		
Organization:		Division of Personnel and Labor Relations		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/8/09	1/11/09	Attend the State Officers Compensation Committee (SOCC)	Anchorage	1,242
3/18/09	3/20/09	Meet with Department of Public Safety staff in regards to Labor Relations matters; meet with Equal Employment Opportunity (EEO) staff regarding proposed regulations; meet with Anchorage staff	Anchorage	982
5/6/09	5/7/09	Meet with Anchorage staff in regards to EEO processes and accomplishments	Anchorage	614
5/26/09	5/27/09	Attend the Personnel Board meeting	Anchorage	935
7/10/09	7/15/09	Attend the 2009 National Association of State Personnel Executives annual meeting	Park City, UT	1,750
8/9/09	8/12/09	Meet with Equaterra; work on Workplace Alaska requirements	Anchorage	1,500
9/1/09	9/4/09	Meet with Department of Law regarding the Alaska State Human Rights Commission complaint process; attend Alaska Labor Relations Agency hearing	Anchorage	735
9/9/09		Attend Personnel Board meeting	Anchorage	553
10/14/09	10/15/09	Conduct interviews for deputy director position; meet to discuss Affirmative Action Plan and EEO regulations	Anchorage	773
10/27/09		Attend disciplinary meeting	Anchorage	655
11/3/09	11/4/09	Attend the SOCC meeting; conduct interviews	Anchorage	525
TOTAL: NICKI NEAL				10,264

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		RACHAEL PETRO		
Position:		Deputy Commissioner		
Organization:		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
3/31/09	4/2/09	Work in Juneau office	Juneau	928
9/27/09	9/30/09	Attend enterprise review team meetings on department information technology plans; meet with Division of Retirement and Benefits (DRB) staff; work in Juneau office	Juneau	1,067
11/2/09	11/3/09	Attend Enterprise Investment board meeting; meet with DRB staff; meet with Division of Enterprise Technology Services (ETS) staff	Juneau	533
11/29/09	11/30/09	Meet with ETS staff; meet with DRB staff; meet with Governor Parnell	Juneau	748
TOTAL: RACHAEL PETRO				3,276

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		PATRICK SHIER		
Position:		Division Director		
Organization:		Division of Retirement and Benefits		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
4/20/09	4/26/09	Attend Alaska Retirement Management Board (ARMB) meeting; attend information technology meetings at the Anchorage Retirement and Benefits (DRB) office	Anchorage	787
5/3/09	5/4/09	Attend the Denali Award ceremony	Anchorage	603
5/15/09	5/18/09	Attend meetings with Wells Fargo Insurance Services (WFIS) on the Third Party Administrator (TPA) transition	Anchorage	729
6/10/09	6/12/09	Attend State Board of Education (SBE) meeting (Department of Education and Early Development (DEED) paid \$1,049 travel expense)	Fairbanks	
6/16/09	6/19/09	Attend meetings with WFIS on the TPA transition; attend ARMB meeting	Anchorage	1,475
9/8/09	9/11/09	Attend SBE meeting; attend ARMB meeting (\$597 travel expense paid by DEED for SBE meeting)	Anchorage; Fairbanks	772
9/24/09		Attend Coalition Value Day	Anchorage	473
9/30/09	10/3/09	Attend ARMB meeting	Fairbanks	905
11/12/09		Attend meeting with the Retired Public Employees Association; work in the Anchorage DRB office	Anchorage	634
12/1/09	12/11/09	Attend ARMB meeting; attend SBE meeting; facilitate class for Public Employees Retirement System with representative from the Internal revenue Service and Social Security Administration; work at the Anchorage DRB office (\$732 travel expense paid by DEED for SBE meeting)	Anchorage	804
TOTAL: PATRICK SHIER				7,182

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		QUINLAN STEINER		
Position:		Division Director		
Organization:		Public Defender Agency		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/19/09	1/23/09	Meet with legislators, Department of Administration commissioner, deputy commissioner, and administrative services director	Juneau	945
2/3/09	2/4/09	Meet with legislators and testify before House Finance subcommittee on budget	Juneau	766
9/10/09		Attend Evidentiary hearing	Juneau	575
10/12/09	10/13/09	Meet with administrators and doctors from Ketchikan Hospital regarding involuntary commitment cases	Ketchikan	1,295
TOTAL: QUINLAN STEINER				3,581

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		ERIC SWANSON		
Position:		Division Director		
Organization:		Division of Administrative Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		
TOTAL: ERIC SWANSON				-

**Schedule of Travel for Executive Positions
Calendar Year 2009**

Name:		BRAD THOMPSON		
Position:		Division Director		
Organization:		Division of Risk Management		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
3/22/09	3/24/09	Interview professional insurance brokers	Anchorage	970
6/8/09	6/10/09	Interview workers compensation third party claims administrators; conduct training to Department of Natural Resources staff	Anchorage; Fairbanks	1,303
TOTAL: BRAD THOMPSON				2,273