

Department of Administration



**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		RICHARD ALLEN		
Position:		Division Director		
Organization:		Office of Public Advocacy		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/14/16	1/15/16	Attend meetings with a client, mayor, chief of police, and native leaders	Fairbanks	572
1/27/16		Meet the Alaska Criminal Justice Commission working group; attend legislative session (trip cancelled)	Juneau	4
3/2/16	3/4/16	Participate in the Indian Child Welfare Act strategic planning session (Court Improvement Project reimbursed \$948 for travel expenses)	Juneau	-
7/10/16	7/12/16	Attend Senate Bill 91 signing	Juneau	944
8/8/16	8/11/16	Attend Courtroom Knowledge of Forensic Technology workshop (Forensic Technology Center of Excellence paid travel expenses)	Pittsburgh, PA	-
8/26/16	8/27/16	Meet with Office of Public Advocacy staff and the Alaska Bar Association; attend installation of Susan Carney as a Justice of the Alaska Supreme Court	Fairbanks	442
10/26/16	10/30/16	Participate in the Equal Justice Works conference & career fair	Arlington, VA	2,219
TOTAL: RICHARD ALLEN				4,181

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		SCOT AREHART		
Position:		Division Director		
Organization:		Division of Finance		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: SCOT AREHART				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		JAMES BATES		
Position:		Division Director		
Organization:		Enterprise Technology Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: JAMES BATES				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		JOHN BOUCHER		
Position:		Deputy Commissioner		
Organization:		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
4/19/16	4/21/16	Attend Alaska Retirement Management Board (ARMB) meetings	Anchorage	934
5/15/16	5/17/16	Attend Interoperable Emergency Communications Policy Academy (National Governor's Association paid for airfare and reimbursed \$322 for ground transportation, lodging, and partial per diem)	Boise, ID	13
6/23/16	6/24/16	Attend ARMB meetings	Anchorage	737
7/10/16	7/12/16	Attend National Governor's Association Policy meeting (Governor's Office paid for airfare and lodging)	Anchorage	218
9/27/16	10/2/16	Attend ARMB meetings (personal deviation 10/1 - 10/2/16)	Anchorage	805
TOTAL: JOHN BOUCHER				2,707

**Schedule of Travel for Executive Positions
Calendar Year 2016**

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

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		AMY ERICKSON		
Position:		Division Director		
Organization:		Division of Motor Vehicles		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: AMY ERICKSON				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Dates Traveled		Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
Begin	End								
Name: SHELDON FISHER									
Position: Commissioner									
Organization: Department of Administration									
1/12/16	1/15/16	Attend Health Summit; meet with Department of Administration (DOA) staff	Juneau		559	240	327	4	1,130
1/19/16	1/22/16	Attend Cabinet meeting; meet with DOA staff	Juneau		626	240	327	4	1,197
2/2/16	2/5/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		505	240	327	4	1,076
2/8/16	2/11/16	Attend Shared Services meetings; meet with DOA staff	Juneau		553	240	332	15	1,140
2/16/16	2/18/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		499	180		4	683
2/23/16	2/25/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		534	240		4	778
3/1/16	3/3/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		590	168		25	783
3/8/16	3/10/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		558	240		20	818
3/15/16	3/17/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		580	120		20	720
3/29/16	3/31/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		357	180		4	541
4/5/16	4/7/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		540	212		15	767
4/11/16	4/13/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		603	148		4	755

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:	SHELDON FISHER
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								
4/18/16	4/19/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		611	60		35	706
4/26/16	4/28/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		547	180		15	742
5/10/16	5/12/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		568	180		18	766
5/24/16	5/26/16	Meet with Governor's Office staff; meet with DOA staff	Juneau		603	150		4	757
5/31/16	6/3/16	Meet with DOA staff	Juneau		397	90		15	502
6/7/16	6/10/16	Attend meetings with DOA staff; attend legislative session meetings	Juneau		674	150		15	839
6/15/16		Meet with Governor Bill Walker	Juneau		562	45		4	611
6/27/16	6/30/16	Attend labor meetings	Juneau		477	210		25	712
7/12/16	7/14/16	Meet with DOA staff	Juneau		612	150		4	766
8/2/16	8/4/16	Meet with DOA staff	Juneau		398	150		15	563
8/24/16	8/25/16	Meet with DOA staff	Juneau		535	163		20	718
8/30/16		Conduct chief information officer interviews	Juneau		553	45		4	602
10/4/16	10/7/16	Attend National Association of State Chief Administrators (NASCA) conference (NASCA paid for hotel and reimbursed \$957 for hotel, airfare, and ground transportation)	Olympia, WA		-	104		10	114
10/20/16		Attend Alaska Federation of Natives convention	Fairbanks		248			15	263

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:	SHELDON FISHER
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								
10/26/16	10/28/16	Meet with DOA staff	Juneau		518	115		4	637
11/2/16	11/5/16	Conduct Division of Retirement and Benefits director interviews	Juneau		639	19		145	803
11/29/16	12/1/16	Meet with DOA staff	Juneau		562	150		4	716
TOTALS: SHELDON FISHER					15,008	4,409	1,313	475	21,205

M & IE column contains meals and incidental allowance

Other Expenses column includes E-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 2016**

Name:		SCOTT JORDAN		
Position:		Division Director		
Organization:		Division of Risk Management		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
4/4/16	4/7/16	Attend 35th Annual Governor's Safety and Health conference	Anchorage	794
10/4/16	10/5/16	Meet with Department of Defense to inspect the Alaska Aerospace facility and discuss subrogation potential	Kodiak	760
TOTAL: SCOTT JORDAN				1,554

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		KATHLEEN LEA		
Position:		Chief Pension Officer		
Organization:		Division of Retirement and Benefits		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
9/17/16	9/25/16	Attend National Association of Government Defined Contribution Administrators conference; meet with Empower Retirement Director Liz Davidsen and Regional Vice President John Bourne	Denver, CO	3,324
9/28/16	9/30/16	Attend Alaska Retirement Member Board (ARMB) quarterly meeting	Anchorage	971
12/6/16	12/9/16	Attend ARMB quarterly meeting	Anchorage	823
TOTAL: KATHLEEN LEA				5,118

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		CHERYL LOWENSTEIN		
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: CHERYL LOWENSTEIN				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		THOMAS MAYER		
Position:		Division Director		
Organization:		Division of General Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
3/19/16	3/23/16	Attend National Association of State Procurement Officials (NASPO) annual marketing meeting (NASPO ValuePoint paid for travel and reimbursed \$242 for meals and ground transportation)	Atlanta, GA	-
5/20/16	5/24/16	Attend NASPO State Training Coordinator conference (NASPO paid for travel and reimbursed \$518 for meals and ground transportation)	Birmingham, AL	-
TOTAL: THOMAS MAYER				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		MICHELE MICHAUD		
Position:		Chief Health Official		
Organization:		Division of Retirement and Benefits		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: MICHELE MICHAUD				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		RYAN MITCHELL-COLGAN		
Position:		Deputy Commissioner		
Organization:		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
12/5/16	12/8/16	Attend Alaska Retirement Management Board meetings; meet with staff	Anchorage	1,238
TOTAL: RYAN MITCHELL-COLGAN				1,238

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		JIM PUCKETT		
Position:		Chief Operations Officer		
Organization:		Division of Retirement and Benefits		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: JIM PUCKETT				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name: <u>LESLIE RIDLE</u>				
Position: <u>Deputy Commissioner</u>				
Organization: <u>Department of Administration</u>				
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/4/16	1/9/16	Conduct business; attend Alaska State Employees Association (ASEA) negotiations; conduct business; (no per diem or lodging reimbursement at request of traveler for Anchorage trip and Division of Personnel and Labor Relations (DOPLR) reimbursed \$948 for conference room rental, airfare, ground transportation, meals, and lodging)	Anchorage; Fairbanks; Anchorage	-
1/21/16	1/26/16	Attend ASEA negotiations (no per diem or lodging reimbursement at request of traveler and DOPLR reimbursed \$462 for airfare and surface transportation)	Anchorage	-
2/2/16	2/4/16	Attend ASEA negotiations (no per diem or lodging reimbursement at request of traveler and DOPLR reimbursed \$526 for airfare and surface transportation)	Anchorage	-
2/18/16	2/23/16	Conduct business; attend Alaska Public Employees Association negotiations (no per diem or lodging reimbursement at request of traveler for Anchorage trip, and DOPLR reimbursed \$1330 for airfare, ground transportation, meals, and lodging)	Anchorage; Fairbanks	-
3/8/16	3/9/16	Attend ASEA negotiations (no per diem or lodging reimbursement at request of traveler and DOPLR paid \$406 for airfare and ground transportation)	Anchorage	-
3/16/16	3/18/16	Attend Public Employees Local 71 negotiations (no per diem or lodging reimbursement at request of traveler and DOPLR paid \$523 for airfare and ground transportation)	Anchorage	-
5/12/16		Manage personnel (no per diem reimbursement at request of traveler)	Anchorage	619
7/12/16	7/13/16	Attend Commissioner's Office staff retreat (no per diem or lodging reimbursement at request of traveler; flew from Anchorage to Juneau, was on personal leave in Anchorage)	Juneau	521
8/13/16	8/21/16	Attend Public Safety Employees Association (PSEA) bargaining strategy meetings (no per diem or lodging reimbursement at request of traveler and DOPLR paid \$426 for airfare and ground transportation)	Anchorage	-
8/29/16	9/6/16	Meet with staff; attend labor meetings; hire staff (no per diem or lodging reimbursement at request of traveler)	Anchorage	519
11/4/16	11/13/16	Meet with Governor Bill Walker; meet with Alaska Tags and Title; meet with staff (no per diem or lodging reimbursement at request of traveler)	Anchorage	506
11/16/16	11/18/16	Meet with Governor Bill Walker (no per diem or lodging reimbursement at request of traveler)	Anchorage	646

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name: <u>LESLIE RIDLE</u>				
Position: <u>Deputy Commissioner</u>				
Organization: <u>Department of Administration</u>				
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
11/28/16	12/4/16	Attend PSEA negotiations; meet with Governor Bill Walker (no per diem or lodging reimbursement at request of traveler and DOPLR paid \$352 for airfare and ground transportation)	Anchorage	-
TOTAL: LESLIE RIDLE				2,811

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		KATHERINE SHEEHAN		
Position:		Division Director		
Organization:		Division of Personnel and Labor Relations		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
1/21/16		Attend the National Association of State Personnel Executives mid-year meeting (trip cancelled)	Washington, D.C.	685
3/10/16	3/11/16	Attend labor contract negotiations	Anchorage	606
8/14/16	8/15/16	Attend labor bargaining preparation meetings; meet with staff	Anchorage	620
11/29/16	11/30/16	Attend labor contract negotiations; attend union contract bargaining	Anchorage	759
TOTAL: KATHERINE SHEEHAN				2,670

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		Name: JAMES STEELE		
		Position: Division Director		
		Organization: Enterprise Technology Services		
		Department of Administration		
2/22/16	2/26/16	Meet with Enterprise Technology Services (ETS) staff; attend team meetings; attend project meetings	Juneau	1,492
3/7/16	3/10/16	Attend weekly status meetings; attend Technology Management Council (TMC) meeting; attend Administrative Services Director (ASD) meeting	Juneau	1,247
3/21/16	3/24/16	Meet with management team, attend weekly status meetings; attend TMC meeting; attend ASD meeting	Juneau	1,111
4/4/16	4/7/16	Meet with management team, attend weekly status meetings; attend TMC meeting; attend ASD meeting	Juneau	1,090
4/18/16	4/22/16	Meet with management team, attend weekly status meetings; attend TMC meeting; attend ASD meeting	Juneau	1,385
4/25/16	4/29/16	Meet with ETS staff; attend TMC meeting	Juneau	1,338
5/2/16	5/6/16	Attend National Association of State Chief Information Officers (NASCIO) conference (NASCIO paid for hotel and reimbursed \$1,000 for airfare)	Baltimore, MD	997
5/9/16	5/13/16	Conduct business; meet with ETS staff; attend ASD meeting	Juneau	1,240
6/13/16	6/17/16	Meet with team; attend TMC meeting; attend ASD meeting	Juneau	1,487
7/11/16	7/15/16	Attend TMC meeting; attend ASD meeting; meet with ETS staff	Juneau	1,479
8/8/16	8/11/16	Attend TMC meeting; attend ASD meeting; meet with ETS staff	Juneau	1,208
9/17/16	9/23/16	Attend NASCIO conference (NASCIO paid for hotel and reimbursed \$877 for airfare and ground transportation)	Orlando, FL	329
9/27/16	9/28/16	Conduct ETS deputy director interviews; attend ASD meeting; review ETS spending	Juneau	690
11/8/16	11/10/16	Attend meetings with ASD	Juneau	909
11/14/16	11/17/16	Meet with Internal Business Machines and Deloitte; attend TMC meeting	Juneau	983
11/28/16	12/1/16	Meet with CompuCom and Deloitte; attend TMC meeting	Juneau	916
12/13/16	12/15/16	Meet with Internal Business Machines and Deloitte for software license audit	Juneau	730

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		JAMES STEELE		
Position:		Division Director		
Organization:		Enterprise Technology Services		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
12/20/16		Attend ASD meeting; perform year end tasks; conduct ETS staff meeting (trip cancelled)	Juneau	4
TOTAL: JAMES STEELE				18,635

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
Name: QUINLAN STEINER Position: Division Director Organization: Public Defender Agency Department of Administration				
1/24/16	1/27/16	Attend Alaska Criminal Justice Commission (ACJC) working group meeting; meet with Department of Administration (DOA) Commissioner Sheldon Fisher; attend legislative session	Juneau	1,267
2/1/16	2/7/16	Attend training with the Bronx Public Defender staff on how to implement the Center of Holistic Defense (CHD) project (CHD paid for meals and ground transportation, and reimbursed \$556 for airfare)	New York	-
2/17/16		Attend ACJC meeting; meet with DOA Commissioner Sheldon Fisher; attend legislative session (trip cancelled)	Juneau	19
3/2/16		Attend ACJC meetings; meet with DOA Commissioner Sheldon Fisher; attend legislative session (trip cancelled)	Juneau	18
3/13/16	3/18/16	Meet with Senator John Coghill; attend legislative session for Senate Bill (SB) 91	Juneau	1,548
3/21/16	3/24/16	Meet with Senator John Coghill; attend legislative session for SB 91	Juneau	1,361
3/28/16	4/10/16	Meet with Senator John Coghill; attend legislative session for SB 91	Juneau	3,482
4/6/16		Attend ACJC meeting; meet with DOA Commissioner Sheldon Fisher; attend legislative session for SB 91 (trip cancelled)	Juneau	15
4/12/16	4/15/16	Attend ACJC meeting; meet with DOA Commissioner Sheldon Fisher; attend legislative session for SB 91	Juneau	1,273
4/17/16	4/22/16	Attend legislative session for SB 91	Juneau	1,842
4/25/16	4/28/16	Attend legislative session for SB 91	Juneau	1,261
5/2/16		Attend legislative session (trip cancelled)	Juneau	15
6/28/16	7/1/16	Attend National Criminal Justice Association regional pretrial meetings	Scottsdale, AZ	1,435
7/10/16	7/11/16	Attend bill signing and special legislative session (Alaska Court System reimbursed \$235 for meals and lodging)	Juneau	611
11/1/16	11/5/16	Attend Region 10 Parent Representation Leadership forum (Alaska Court System paid travel expenses)	Portland, OR	-
TOTAL: QUINLAN STEINER				14,147

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		MARLA THOMPSON		
Position:		Division Director		
Organization:		Division of Motor Vehicles		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
		No travel to report		-
TOTAL: MARLA THOMPSON				-

**Schedule of Travel for Executive Positions
Calendar Year 2016**

Name:		KEVIN WORLEY		
Position:		Chief Financial Officer		
Organization:		Division of Retirement and Benefits		
		Department of Administration		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
4/19/16	4/22/16	Attend Alaska Retirement Management Board (ARMB) meetings; meet with Department of Commerce, Community and Economic Development (DCCED)	Anchorage	1,116
6/22/16	6/24/16	Attend ARMB meetings; meet with certified public accounting firms; meet with DCCED	Anchorage	1,173
9/17/16	9/25/16	Attend National Association of Government Defined Contribution Administrators conference; meet with Empower Retirement Director Liz Davidsen and Regional Vice President John Bourne	Denver, CO	3,495
9/27/16	9/30/16	Attend ARMB meetings; meet with Alaska Village Electric Cooperative	Anchorage	1,141
10/22/16	10/27/16	Attend Public Pension Financial forum annual conference	South Charleston, SC	2,379
12/6/16	12/9/16	Attend ARMB meetings; present division updates on projects, Governmental Accounting Standards Board (GASB) 68 and GASB 75 reporting to Alaska Association of School Business Officials	Anchorage	1,132
TOTAL: KEVIN WORLEY				10,436