

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 1, 2014

To: All School Principals, Child Development Center Administrators,
and Division and Department Heads

Subject: TRAVEL AUTHORIZATION SUBMISSION–EVENT DATES
JULY 1, 2014 OR LATER

**Department and/or
Persons Concerned:** Persons responsible for creating, submitting and approving online
Travel Authorization forms

Due Date: June 17, 2014

Reference: Administrative Circular 38, dated February 27, 2014

Action Requested: Adhere to guidelines below for events taking place in fiscal year
2014-15

Brief Explanation:

The Accounts Payable Unit may issue certain payments for professional development-related events in advance directly to event vendors. These prepayments may include airfare, lodging and registration fees, as defined in Administrative Procedure 7155 “Absence on District Business”.

The current version of PeopleSoft Expenses requires these payments be physically disbursed during the fiscal year in which the event takes place to ensure correct encumbrances and expenses are reflected in department and site budgets.

Travel Authorizations with travel dates that begin July 1, 2014 or later may be submitted by June 17, 2014 and approved by June 30, 2014; however, requested prepayments for these events cannot be processed or paid by Accounts Payable until July 1, 2014 or later.

Note: Per Administrative Circular 38 “2013-2014 Processing Deadlines”, the final date to submit travel authorizations to be encumbered this fiscal year is June 17, 2014. The final date to approve travel authorizations is June 30, 2014.

For information or questions, contact Sandy Davis, Accounts Payable Unit, Controller’s Department, (619) 725-7756 or sdavis@sandi.net.

Jodie Macalos
Controller

APPROVED:



Jenny Salkeld
Chief Financial Officer

SD:vb

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