

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 6, 2014

To: All District Employees

Subject: Expense Module Inactivation June 18, 2014 –July 8, 2014

Department and/or Persons Concerned: Persons who submit and approve travel authorizations and expense reports

Due Date: June 17, 2014

Reference: Administrative Circular 38 2013-14 Processing Deadlines

Action Requested: Comply with June 17, 2014 Deadline for Submission of Expense Reports and Travel Authorizations

Brief Explanation:

The PeopleSoft Expense module requires travel authorizations and expense reports be fully approved on or before June 30th each fiscal year.

In order to ensure that all employee travel authorizations and expense reports are properly completed and fully approved prior to June 30, 2014, it is necessary to inactivate the creation and submission functions of these online documents from June 18, 2014 through July 9, 2014 8:00 a.m.

Approvers at the department and branch levels will have the functionality available to clear their work lists by reviewing and either approving or denying travel authorizations and expense reports during this time. We ask that approvers at all levels check their work lists daily during this time period. Accounts Payable needs this amount of time to process all expense reports submitted by the June 17, 2014 published deadline to ensure proper accounting in school and department budgets by June 30, 2014, the end of this fiscal year.

Approvers may *not* send back travel authorizations or expense reports for editing during this time period, as there will not be time to correct errors and resubmit reports for this fiscal year. If there are errors, approvers must *deny* travel authorizations and expense reports and employees must create new travel authorizations and expense reports on or after July 9, 2014. Expenses and encumbrances will be recorded in fiscal year 2014-15 should this occur.

We thank you for your cooperation in adhering to these procedures during this critical time. Please contact Sandy Davis, Manager, Accounts Payable at 619/725-7756 or sdavis@sandi.net if you have any questions.

Jodie Macalos
Controller
Finance Division

APPROVED:

A handwritten signature in black ink, appearing to read "Jenny Salkeld". The signature is written in a cursive, flowing style.

Jenny Salkeld
Chief Financial Officer

SD:vb

Distribution: A, C, D, E, and F