

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 13, 2016

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

Subject: TRAVEL AUTHORIZATION SUBMISSION–EVENT DATES JULY
1, 2016 OR LATER

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

Due Date: June 16, 2016

Reference: Administrative Circular 43, dated January 5, 2016

Action Requested: Adhere to guidelines below for events taking place in fiscal year 2016-17

Brief Explanation:

The Accounts Payable department may issue certain advance payments for professional development-related events 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 Expense Module requires these payments be physically disbursed during the fiscal year in which the event takes place to ensure encumbrances and expense are correctly reflected in department and site budgets.

Travel Authorizations with travel dates commencing July 1, 2016 or later may be submitted until June 16, 2016. These Travel Authorizations must be fully approved by June 30, 2016; however, requested prepayments for these events cannot be processed or paid by Accounts Payable until July 1, 2016 or later. Travel Authorizations not fully approved and valid by June 30, 2016 will be denied and must be re-created and submitted on or after July 11, 2016.

Note: Per Administrative Circular 43 “2015-2016 Processing Deadlines,” the final date to submit travel authorizations to be encumbered for the current fiscal year is June 16, 2016. The final date to approve travel authorizations is June 30, 2016.

For information or questions, contact Nancy Monaghan, Accounts Payable Unit, Controller’s Department, (619) 725-7756 or nmonaghan@sandi.net.

Nancy Monaghan
Accounts Payable Manager

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:vb

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