SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 23, 2018

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 16, 2018 –JULY 12, 2018

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

Due Date: June 15, 2018

Reference: Administrative Circular 42 2017-18 Processing Deadlines, dated January 26, 2018

Action Requested: Comply with June 15, 2018 deadline for submission of expense reports and travel authorizations for fiscal year 2017-2018

Brief Explanation:

To support the schedule for closing the 2017-2018 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 29, 2018.
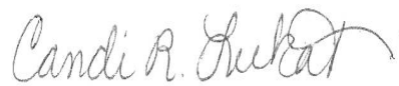
Effective June 16, 2018 through July 12, 2018, the ability to create and submit new online travel and expense documents for the 2017-2018 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all current expense reports before the end of the fiscal year.

During this time, department and branch approvers are encouraged to check their work lists daily and to review and approve all travel authorizations and expense reports. Approvers may not send back travel authorizations or expense reports for editing during this period. If there are errors, approvers must **deny** travel authorizations and expense reports. Employees may create new travel authorizations and expense reports on or after July 13, 2018. All new travel authorizations and expense reports created on or after July 13 will be recorded in the 2018-2019 fiscal year.

Thank you for your cooperation with adhering to these procedures during this time. For information or questions contact Nancy Picone, Accounts Payable Manager, Finance Division at (619) 725-7756 or npicone@sandi.net.

Nancy Picone
Accounts Payable Manager

APPROVED:

Candi Lukat
Controller

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