

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 3, 2017

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

Subject: TRAVEL AUTHORIZATION SUBMISSION–EVENT DATES JULY 1,
2017 OR LATER

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

Due Date: June 16, 2017

Reference: Administrative Circular 48 2016-2017 Processing Deadlines, dated January
31, 2017

Action Requested: Adhere to guidelines below for events taking place in fiscal year 2017-18

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.”

To support the schedule for closing the 2016-2017 fiscal year, the ability to create new Travel Authorizations in PeopleSoft’s Expense module will be unavailable between June 17, 2017 through July 14, 2017.

Travel Authorizations with travel dates commencing July 1, 2017 or later may be submitted until June 16, 2017. These Travel Authorizations must be fully approved by June 30, 2017. Travel Authorizations not fully approved with valid budget strings by June 30, 2017 will be denied and must be re-created and submitted on or after July 14, 2017.

Accounts Payable will continue to process prepayments for these professional development-related events provided all required documentation (i.e., fully completed conference registration forms) is received.

Funds encumbered in fiscal year 2016-17 for travel occurring after July 1, 2017 will be carried into fiscal year 2017-18 and all expenses will be posted in fiscal year 2017-18.

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:



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