

1. Your supervisor must contact Oreoluwa Kunle Awelewa at oreoluwa.awelewa@lausd.net (x18647) and provide:
 - Traveler's name
 - Name and location of conference/training/workshop
2. Kunle will provide a response to your supervisor confirming that it's in the IT Training Plan (approved through June 30, 2017).
3. Pick up a 'Request for Travel and Attendance at Conference, Convention or Meeting' form 10.12 from your admin personnel

Completed 10.12 form must be signed by the employee's location director/chief and must include the following items:

a. JUSTIFICATION*

b. AGENDA: Conference or Meeting or Training outlines

c. ESTIMATES:

Air & Hotel:

A print out of your search is required. For hotels, it is preferable that an estimated hotel rate is below \$200/night.

i. Include estimated expenses in the 10.12 that might be incurred:

- Shuttle/Taxi
- Baggage
- Parking, etc.

ii. Mileage:

Include a Google map showing the mileage. You can only claim the shortest distance from:

Home or Work

TO

Conference destination

d. PER DIEM:

Per Diem applies to In-State and Out of State Travel only and must be more than 45 miles one way.

Reimbursable rate is \$49.00 per day. However, if the traveler departs after 12 Noon or meals are provided at the conference, the per diem is reimbursable at a rate of \$24.50. *To determine if meals are included at a conference, refer to the conference agenda.*

e. CONFERENCE FEE:

Indicate the conference fee in the appropriate line and how it will be paid for.

After an Approved Travel Request Notification (ATRN) is received for each traveler, conference registration fees may be paid with a P-Card, SAP shopping Cart (PO) or self-paid using personal funds.

P-card - After the conference attendance is approved in SAP, the traveler will be notified and shall be registered with the funding cost center's P-card. The ATRN will serve as an approval for charges over \$500, however please plan for making the proper request for Purchase Increase Exceptions to the Pcard/Tcard.

Purchase Order - If the conference organization accepts Purchase Orders, the IT Professional Development will prepare the requisition and request all required signatures to submit to the ITFA.

Self-Paid - Conference fees paid by the traveler are reimbursable with the supporting documentation (i.e. paid receipt from the venue, a copy of the credit card statement, or cancelled check reflecting the charges).

4. Include the copy of Kunle's email confirming that the travel is in the IT Training Plan
5. Submit the conference package to ITD Professional Development on the 10th Floor:

Oreoluwa (Kunle) Awelewa oreoluwa.awelewa@lausd.net (x18647)

ITD Professional Development will review to ensure travel packet is complete and then forward to the Budget team for funding and final approval.

- 6 Upon approval, you will receive a system email from SAP. You will also be provided with confirmation and a memo explaining the next steps – Procedure for expense claim reimbursement.

NOTE:

- *If the travel is not in the IT Training Plan, you will need to provide justification of why this is necessary and a procurement freeze form (available for download at <http://achieve.lausd.net/procurement>) if the travel will cost over \$2000.
- Out of State Travel will require submittal to Michelle King's office before submitting into SAP Travel Workflow.
- Any conference and/or travel that is zero cost to the District may need to be reviewed by the Ethics Office. You will be advised if this is found necessary.

Please contact Oreoluwa (Kunle) Awelewa for forms or additional information.