

TRAVEL/CONFERENCE ATTENDANCE FREEZE EXCEPTION REQUEST

To: Procurement Travel Desk **Date** _____

From: _____
Site Administrator Print Name School / Office

Site Administrator Signature Email _____

SUBJECT: REQUEST FOR COVID-19 FREEZE EXCEPTION FOR TRAVEL/CONFERENCE ATTENDANCE
 Due to the COVID-19 all travel requests are suspended. Division Heads or LD Superintendents should review and approve exception requests for in-person conferences, meetings, professional development and/or travel. If a Division Head or LD Superintendent considers the in-person meeting, professional activity or travel to be **essential**, these requests should be submitted for final approval to **The Office of the Deputy Superintendent**. *Please note, the freeze does not apply to virtual conferences, webinars or online training.*

Schools please include 10.12.1 Form and supporting documents with all exception requests.

Offices please include a copy of ATRN (Approved Travel Request Notification) from SAP and supporting documents with all exception requests.

- Conference Attendance
- Meeting
- Travel
- Professional Development/Training

Date of Event Date: _____ **Location of Event:** _____
 Justification
 (Required): _____

Cost Center: _____ **Fund:** _____ **Functional Area:** _____ **Grant (if applicable):** _____

Traveler's Name: _____ **Employee Number:** _____ **Job Title:** _____

If expenses will be paid with a District T-Card provide cardholder's name: _____

<u>EXEMPTION ORIGIN:</u>	<u>AUTHORIZED BY:</u>	Print Name and Title	Signature is Required	Date:
School Based Employee	LD Superintendent	_____	_____	_____
Office Based Employee	Division Head	_____	_____	_____

FINAL APPROVAL REQUIRED

_____ <small>(Print Name Here)</small> Office of the Deputy Superintendent	Signature _____	Date _____
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Email approved/signed exception requests **and** completed 10.12.1 or ATRN and any supporting documents to:
procurement.traveldesks@lausd.net