

# 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 **Megan Reilly, 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	_____	_____	_____

<b>FINAL APPROVAL REQUIRED</b>	<b>Signature</b>	<b>Date</b>
Megan Reilly, Deputy Superintendent (or designee)	_____	_____

Email approved/signed exception requests **and** completed 10.12.1 or ATRN and any supporting documents to:  
[procurement.traveldeskt@lausd.net](mailto:procurement.traveldeskt@lausd.net)