Travel/Conference Attendance Checklist:

TRAVEL/CONFERENCE ATTENDANCE REQUEST FORM 10.12.1 (https://achieve.lausd.net/Page/862**)**

- [ ] a. **All** fields completed (name, employee number, District employee or Parent box checked, local district office, school/office name, Cost Center, employment type (i.e. classified, certificated), title, work phone, email)
  - [ ] i. Point of contact & POC phone and email
  - [ ] ii. General Trip Data (start/return date & time, conference title, address, trip type & activity)
  - [ ] iii. Estimated Expenses: List expenses and check payment method boxes
- [ ] b. Complete/valid funding, i.e. FUND 010-XXXX   FUNCTIONAL AREA: XXXX-XXXX-XXXXX

- [ ] c. Substitute –if outside agency is sponsoring the sub, enter correct funding info
  PLEASE NOTE: *Substitute rates change yearly*. Please check TRAVEL DESK website for current rates.

- d. REQUIRED SIGNATURES:
  - [ ] i. Principal (required on all travel requests (**TR**s))
  - [ ] ii. Local District Superintendent (required on all TRs)
  - [ ] iii. Chief of Staff (out-of-state/international)
    School Directors ARE NOT authorized to approve travel requests

- [ ] e. Conference Brochure/Event Flyer: should include date of event, address location, cost
- [ ] f. Supporting Documents: Travel request submittals for out-of-state/international travel should include more than one estimate for travel expenses (i.e. airfare, hotel, car rental)
- [ ] g. Mileage reimbursement, if mileage reimbursement is in effect, provide map showing distance from work/school location to event location. **PLEASE NOTE:** M*ileage rates change yearly*. Please check the TRAVEL DESK website for current rates.
- [ ] h. Travel requests will be submitted to the TRAVEL DESK by the LD Office once approved.
- [ ] i. Approved Travel Request Notification with Trip Number (ATRN) will be sent automatically to the traveler via SAP. Travel expenses **ARE NOT** to be paid prior to the issuance of the ATRN.

TRAVEL EXPENSE CLAIM FORM – To be completed **AFTER** travel
DO NOT SUBMIT TO TRAVEL DESK SEND TO ACCOUNTS PAYABLE ONLY

- [ ] a. All fields completed (Trip Number, employee number, name, local district, school/office name, title, work phone, email, date)
- [ ] b. Complete/valid funding, i.e. FUND 010-XXXX   FUNCTIONAL AREA: XXXX-XXXX-XXXXX
- [ ] c. Approvals
  - i. Principal (required on all travel requests)
  - ii. If travel is for the principal, expense claim requires LD Superintendent's approval

    School Directors **ARE NOT** travel request authorizers

- [ ] d. Attach copies of receipts
- [ ] e. Scan and email expense claim to ACCOUNTS PAYABLE: accounts-payable@lausd.net

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