

TRAVEL/CONFERENCE ATTENDANCE CHECKLIST:

TRAVEL/CONFERENCE ATTENDANCE REQUEST FORM 10.12.1 AT [HTTP://ACHIEVE.LAUSD.NET/PAGE/862](http://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
- d. Approvals
 - i. Principal (required on all travel requests)
 - ii. Local District Superintendent (required on all travel requests)
 - iii. Chief of Staff (out-of-state/international)

School Directors **ARE NOT** travel request authorizers

- e. Conference Brochure/Event Flyer: should include date of event, address location, cost
- f. Mileage reimbursement, if mileage reimbursement is in effect, provide map showing distance from work/school location to event location
- g. Submit travel request packet to the Procurement Travel Desk:
procurement.traveldesk@lausd.net

Only scanned TRs will be accepted. **DO NOT** fax or send through school mail.

- h. Approved Travel Request Notification with Trip Number (ATRN) will be automatically sent to the traveler via SAP.

TRAVEL EXPENSE CLAIM FORM

- 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

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