

ADMINISTRATIVE CIRCULAR NO. 67

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 17, 2021

To: All School Principals, Division and Department Heads

Subject: TRAVEL AUTHORIZATION SUBMISSION – EVENT DATE
JUNE 5, 2021 OR LATER

Department and/or

Persons Concerned: Persons responsible for creating, submitting and approving online Travel Authorization Forms

Due Date: Deadlines listed below

Reference: Administrative Circular No. 43, dated February 17, 2021

Action Requested: Adhere to guidelines below for events taking place in FY 2021-22

Brief Explanation:

The Accounts Payable department may issue certain advance payments for professional development-related events to event vendors. These prepayments may include airfare, lodging, and registration fees, as defined in Administrative Procedure 7155 - Absence on District Business.

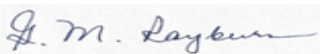
Travel Authorizations may be submitted until June 4, 2021, and must be fully approved by June 14, 2021. The PeopleSoft Travel and Expense Module will be inactivated for new submissions from June 5, 2021 through July 8, 2021. Travel Authorizations not fully approved by June 14, 2021 will be denied and must be re-created and submitted on or after July 9, 2021.

Pursuant to Administrative Circular No.43, 2020-21 Processing Deadlines, the final date to submit travel authorizations for professional development events which need to be encumbered or have prepayments for the 2020-21 fiscal year is June 4, 2021. The final date to approve travel authorizations is June 14, 2021. Travel expenses cannot be accrued, and will be charged to the current budget year *at completion of travel*.

For information or questions contact Sherrie Shumaker, Accounts Payable Manager, Finance Division at (619) 725-7756 or sshumaker@sandi.net.

Jodie Macalos
Controller

APPROVED:



Gamy Rayburn
Interim Executive Director, Finance Division

JM:sas