



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

Division Heads or Region Superintendents should review and approve exception requests for in-person conferences, meetings, professional development and/or travel. If a Division Head or Region Superintendent considers the in-person meeting, professional activity or travel to be **essential**, these requests should be submitted for final approval to **Pedro Salcido, 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 Title: _____
☐ Meeting Title: _____
☐ Travel
Professional Development/Training Title: _____

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>APPROVAL (OTHERS):</u>	<u>AUTHORIZED BY:</u>	Print Name and Title	Signature is Required	Date:
School Based Employee	Region Superintendent	_____	_____	_____
Office Based Employee	Division Head	_____	_____	_____
	Senior Staff	_____	_____	_____
[] Approved [] Not Approved	Karla V. Estrada, Deputy Superintendent Instruction _____			

FINAL APPROVAL REQUIRED

Signature

Date

Pedro Salcido, 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