

Upon completion of your conference and/or training, please follow the below steps to file a travel expense claim reimbursement.

1. Complete and sign the Travel Expense Claim form (last page of Form 10.12.1) and **obtain your Director or Chief's signature** for reimbursement for allowable expenses.
2. Include the Trip # on the form.
3. Each attendee must complete a separate Travel Expense Claim form and attach **original** receipt(s), page(s) of the conference brochure-agenda that show date, place, time and fees, cancelled checks, or copies of personal credit card statement with trip charges (*Please cover the credit card number from the statement*).
4. Authorized Travel Request Number (ATRN) and other documentation for itemized travel expenses.
5. Attach original receipts to a blank page.
6. If claiming mileage, include a Google map showing the mileage claim. You can only claim the shortest distance from:

Home or Work

TO

Conference destination

7. Submit the completed packet for final entry into SAP Travel Management Module (TMM ) to:

Oreoluwa (Kunle) Awelewa [oreoluwa.awelewa@lausd.net](mailto:oreoluwa.awelewa@lausd.net) (x18647)

Lakashe Harris [Lakashe.harris@lausd.net](mailto:Lakashe.harris@lausd.net) (x11503)

Beaudry building 10<sup>th</sup> Floor

**ALL TRAVEL EXPENSE CLAIM FORMS should be submitted within thirty (30) days after the return from the conference/training with original receipts supporting the reimbursable expenses.**