

Dear Site Travel Specialist,

You are receiving this email because you have the SAP role of Site Travel Specialist. We wanted to share information regarding the Travel Freeze for COVID-19 being extended for the FY 21-22.

**All** travel, local, in-state travel and out of state, is still under the Travel Freeze. Division Heads or LD Superintendents should review and approve exception requests for in-person conferences, meetings, professional development and/or travel. If a Division Head or LD Superintendent considers the in-person meeting, professional activity or travel to be essential, their approval must be obtained on the Travel Freeze Exception Request Form. These requests will also require final approval of The Office of the Deputy Superintendent. For FY 21-22 there is a new version of the Travel Freeze form available on the Procurement Travel Website <https://travel.lausd.net>.

During the Travel Freeze, Central Offices should email ALL of the following to [Procurement.Traveldes@lausd.net](mailto:Procurement.Traveldes@lausd.net)

- ATRN (or signed 10.12.1 forms)
- Supporting travel documents (e.g., Conference Flyer)
- Completed Travel Freeze Form with the Division Head or LD superintendent's approval
- Transmittal Form

The Travel Unit will submit the request to the Office of the Deputy Superintendent and notify the Central Office of the approval status. Per standard policy, if the trip is for Out of State Travel, the request will still require the additional approval from the Office of the Superintendent. **Please remember that travel should not occur without receiving prior approval on the Travel Freeze Form.**

One Freeze form may be used for multiple travelers attending the same conference; however, individual trips must be entered in SAP for each traveler.

The Site Travel Specialist should upload and attach the approved Freeze Form to each trip in SAP as supporting approval documentation.

The approved Freeze Form should also be attached to any P-Card or T-Card reconciliations related to the conference attendance or travel.

The Travel Cards are currently suspended for use and will only be opened when an approved Travel Freeze form is provided to your P-Card Representative. If the costs are over the P-Card or T-Card standard limits a Credit Card Exception Form will also be required.

Please check the Procurement Travel webpage for updates regarding the Travel Freeze at <https://travel.lausd.net> .

If you have any questions please call or email the Procurement Travel Unit at (562) 654-9058 or [Procurement.Traveldes@lausd.net](mailto:Procurement.Traveldes@lausd.net) .

Thank you for your understanding and cooperation,

Procurement Travel Unit