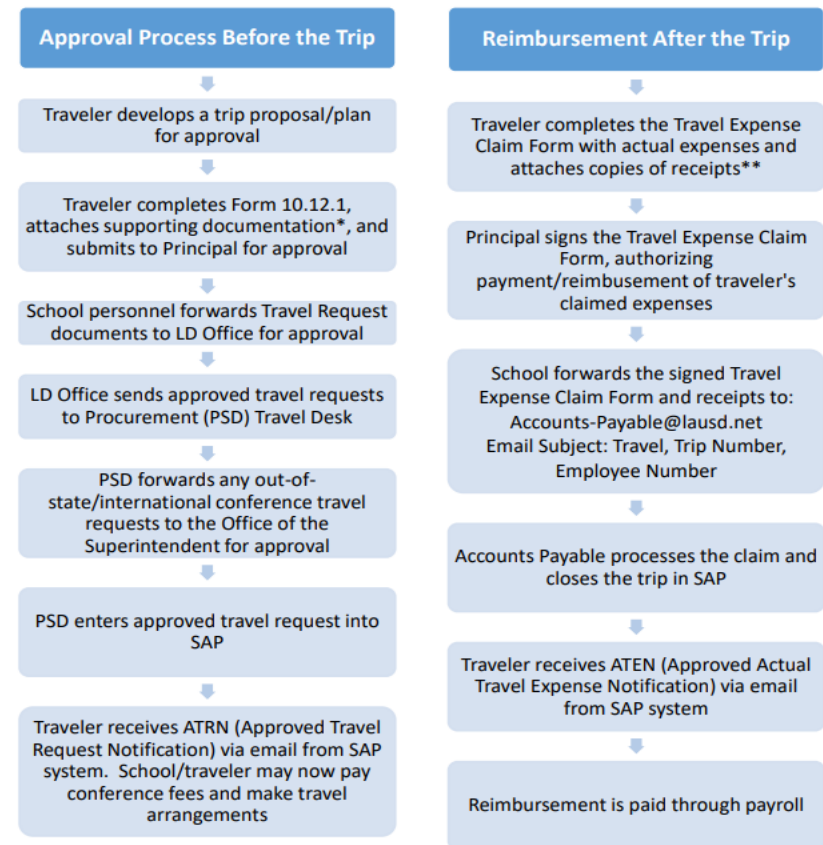


Travel and Conference Attendance 2021

- Travel Freeze due to COVID-19 still in effect
- Submit a Travel Freeze Exception Form for ALL travel/conference attendance, even local/in-state to Procurement.traveldesk@lausd.net
- Procurement Travel Desk will submit the package to the Deputy Supt. Office for approval (and then to Supt. Office for out of state trips)
 - Travel Desk will notify the LD and the Contact on the 10.12.1 Form (usually SAA) if the trip has Freeze approval or not. If it was approved the Travel Desk will enter to the trip to generate the ATRN.
 - Approved Travel Freeze Form and ATRN must be submitted prior to any payment being made on the Travel Card (all Travel cards are currently suspended and will only be opened for an approved trip).
 - One Freeze form may be used for multiple travelers attending the same conference, however individual 10.12.1 Forms will still be required for each traveler.
- Travel Website <https://travel.lausd.net>
 - Bulletin 5525.3
 - Fillable 10.12.1 Forms and Freeze Exception Request Form
- Virtual Conferences
 - The P-Card may be used to pay for these on-line registration fees. If the cost is over the P-Card limit, please submit a Credit Card Exception Form to the P-Card Representative for your Local District.
 - Note: If the virtual conference attendee self-pays the on-line registration fees, a 10.12.1 Form will be required to process the reimbursement request.
- Travel Desk Contacts
 - Submit all forms to Procurement.traveldesk@lausd.net
 - Mainline 562-654-9058

School Employee Travel Process Overview

ATTACHMENT A



*Attach conference registration form (with date & price), Event Flyer, "Google Map" printout (if claiming mileage), and a print-out of the search for hotel/flight estimates.

**The Travel Expense Claim Form must be sent to Accounts Payable even if the cost is \$0.

Note: Confirm SAP reconciliation is complete for expenses paid with P-Card/T-Card, Imprest or PO