



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: District Policy for Travel and Attendance at Conferences, Conventions, or Meetings

NUMBER: BUL-5525.1

ISSUER: Michelle King
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Division of Procurement Services

DATE: July 15, 2013

ROUTING

All Employees
All Locations

POLICY: The purpose of this Bulletin is to inform employees of changes to travel procedures, which are based on the District's new Finance and Procurement system. The changes reflect new SAP Travel Management processes for schools and offices, as well as changes in District organizational structure. The Bulletin explains the responsibilities for adherence to District policy on travel by schools, Educational Service Centers (ESCs), and Central Offices, and the changes in the travel request, approval, and reimbursement process. These changes will be effective July 15, 2013. This Bulletin replaces BUL- 5525.0 District Policy for Travel and Attendance at Conferences, Conventions or Meetings, dated July 2, 2011.

MAJOR CHANGES: The major changes are as follows:

- All Travel, Conference, Convention or Meeting Attendance with the completed Form 10.12.1 will be entered into the Travel Management Module (TMM) in SAP, including all expenses (i.e., District prepaid and reimbursable).
- On a periodic basis (to coincide with the regular payroll schedule), the approved travel expenses will be settled in TMM, transferred to Payroll, and paid on the employee's next regular scheduled paycheck.
- The new Travel, Conference, Convention or Meeting Attendance Form 10.12.1 (hereafter Form 10.12.1) will replace all existing versions of Form 10.12. This will ensure the correct entries into TMM with all relevant fields.

SCHOOLS:

- All School request(s) for Travel, Conference, Convention or Meeting Attendance require the completion of Form 10.12.1 approved by the Site Administrator and the



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Educational Service Center (ESC) Superintendent or Administrator of Operations (AOO). If the request is for out-of-state or international conference/convention and travel, or aggregate costs exceed \$2,000, it must also be approved by the Senior Deputy Superintendent, School Operations, no later than 20 calendar days in advance of travel. Late submissions will be denied. It is the responsibility of the traveler to submit the approved Form 10.12.1 and supporting documentation to Procurement staff via one of the following delivery methods:

Email: Scan and email to procurement.traveldes@lausd.net
Facsimile: Attention: Procurement Travel Desk at (562) 654-9048
School Mail: Procurement Services Center Travel Desk
8525 Rex Road
Pico Rivera, CA 90660

- Procurement staff will enter estimated travel expenses into SAP and attach the supporting documentation into the system. The traveler will receive a confirming email with an Approved Travel Request Notification Form (ATRN) and Trip Number. Note: It is imperative that all employees check and clear emails on a regular basis to ensure that District related communications get through.

OFFICES:

- All Central Office requests for Travel, Conference, Convention or Meeting Attendance require the completion of Form 10.12.1. The Administrative staff (assigned with the new Site Travel Specialist role), will enter estimated travel expenses into SAP TMM and scan the supporting documentation into the system. The required approval(s) will be obtained via electronic workflow and a confirming email will be sent to the traveler with an Approved Travel Request Notification Form (ATRN) and Trip Number.

GENERAL INFORMATION

The conference attendance procedures have been modified based on the District's new Finance and Procurement system to reflect SAP Travel Management processes for schools and offices, as well as changes in the District's organizational structure and to explain the responsibility for adherence to District policy on travel by schools, ESCs and Central Offices. This Bulletin applies to LAUSD employee travel only.

The Form 10.12.1 may be ordered from the District Stores Warehouse via a Shopping Cart, using Commodity Code/Product ID 9661222055.

Please Note: The Superintendent may periodically impose a travel freeze as needed. Please review the applicable current freeze memo. The memo will provide procedures and criteria



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required to obtain the necessary approvals.

A. TRAVEL, CONFERENCE, CONVENTION OR MEETING LOCATION GUIDELINES

Conference attendance should be limited to the closest location to the employee's home or work location. For example, if a conference is offered in Los Angeles and San Diego, the selected location must be Los Angeles.

The approving authority is responsible for ensuring that the continuation of the education program and other job duties will be maintained while the participant is away from the work location. Appropriate funding should always be used for travel and conference attendance. The approving authority must ensure that the request follows District policy (including the correct and accurate completion of Form 10.12.1), appropriate substitute coverage is provided (if required), and proper funding is available. Upon entry of the estimated travel expenses in SAP, a budget availability check will take place and the funds will be reserved (pre-encumbered) for the applicable reimbursable expenses.

Expenses for lodging and per diem are not reimbursable if the conference is within 45 miles from home or work. However, an exception may be allowed with pre-approval by the assigned site administrator. The approving authority must indicate on the Travel Expense Claim Form that an exception was granted. For example, the attendee is required to be at the conference, convention or meeting late in the evening and is required to attend early the subsequent morning; or meals are included as part of the conference fee.

All expenditures for mileage and parking related to travel to a conference, convention, or meeting must be included on Form 10.12.1 using the Travel Expense Claim, and subsequently entered into the SAP TMM.



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B. APPROVAL CHART FOR TRAVEL, CONFERENCE, CONVENTION OR MEETING (Form 10.12.1)

SCHOOLS:

Participant/ School Traveler	Approvers*
Teacher (Elem/Secondary)	Principal and ESC Superintendent/AOO
Teacher (DACE)	Principal and Executive Director, DACE.
Teacher (ECED)	Principal and Executive Director, ECED
Assistant Principal/Co-Administrator (Elem/Secondary)	Principal and ESC Superintendent/AOO
Assistant Principal/Co-Administrator (DACE)	Principal and Executive Director, DACE
Assistant Principal/Co-Administrator (ECED)	Principal and Executive Director, ECED
Principal (Elem/Secondary)	ESC Superintendent/AOO
Principal (DACE)	Executive Director, DACE
Principal (ECED)	Executive Director, ECED

OFFICES:

Central Office Travelers	Approved via SAP Workflow**
ESC Non-School Based Staff	ESC Superintendent/AOO
Central Office-Non-School Based Staff	Director/Division Head
ESC Director	ESC Superintendent/AOO
Central Office Director	Executive Management
Division Head	Executive Management
Executive Management/ ESC Superintendent	Superintendent of Schools

*Relating to school employee travel, if a Central Office is funding the Travel/Conference, the TMM will trigger an electronic workflow to the Administrator of that funding office for approval in SAP.

**Relating to central office employee travel, if another Central Office (in addition to the originating cost center) is funding the Travel/Conference, the TMM will trigger an electronic workflow to the Administrator of the funding office(s) as well, for approval in SAP.



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SCHOOLS:

C. REQUEST AND APPROVAL PROCEDURE

Step 1. Each traveler must complete a separate Form 10.12.1 in order to travel to a Conference, Convention or Meeting. All expenses, including prepaid expenses (i.e. expenses paid via Shopping Cart, Imprest Fund, P-Card, and Travel Credit Card) and substitute(s) must be listed on the Form 10.12.1 and subsequently entered into the TMM in SAP. All Prepaid expenses must be captured for reporting purposes and will not be part of the actual reimbursement to the traveler.

Step 2. Attach documentation (registration brochure/flyer, lodging/hotel rate quotes, airfare, etc.) supporting the conference, convention or meeting. Enter dates, times, fees, location, and other pertinent information on the Form 10.12.1.

Step 3. School travelers must obtain appropriate approval signature(s)/title (refer to Approval Chart) prior to submitting Form 10.12.1 and attachments to the Procurement Travel Desk for entry into the TMM in SAP.

Step 4. Upon successful entry of estimated travel expenses in SAP, a confirmation email with an Approved Travel Request Notification (ATRN) form, including trip number, will be sent to the traveler. The ATRN must be provided to the P-Card holder for conference fee payment. Conference fees may also be paid via Imprest or Shopping Cart when the ATRN and trip number is provided.

Step 5. Travel expenses (i.e. lodging and transportation) can be booked and charged to the Travel Credit Card. The cardholder must have an approved ATRN and assigned trip number from the traveler prior to booking travel.

If the School does not have a Travel Credit Card, the travelers may book their trip and pay out of pocket to be reimbursed after returning from the travel event.

Step 6. Upon return from the travel and/or conference, the traveler must complete and sign the Travel Expense Claim Form (last page of the Form 10.12.1) to obtain reimbursement for allowable expenditures. Each attendee must complete a separate Travel Expense Claim Form and attach copies of the receipt(s), page(s) of the conference brochure that show the date, place, time, and fees (do not include other pages of the brochure), cancelled checks, approved Form 10.12.1, ATRN, and other documentation for itemized travel expenses. (Refer to the Section E for list of reimbursable expenses.)

Step 7. The traveler must obtain the signature of the approving administrator on the Travel Expense Claim form.



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Submit the approved Form 10.12.1 with the approved Travel Expense Claim and legible copies of receipts, cancelled checks or credit card charges directly to the Accounts Payable Section, Travel Desk via one of the following delivery methods:

Facsimile: Attention Accounts Payable Travel Desk at (213) 241-8913
School Mail: Accounts Payable Section Travel Desk, Beaudry 27th Floor

Approved travel expenses will be settled in TMM, transferred to Payroll, and paid on the employee's next regular scheduled paycheck. A confirmation email with an Approved Actual Travel Expenses notification will be sent to the traveler indicating the reimbursement amount, once travel expenses are approved by Accounts Payable. Schools must maintain copies of the approved Form 10.12.1, Travel Expense Claim Form, receipts and supporting documentation for their records, and have them available for audit requirements.

Step 8. Reconciliation for conference fees on the P-Card and Shopping Cart must be to General Ledger account 520002.

OFFICES:

Step 1. Each traveler must complete a separate Form 10.12.1 in order to travel to a Conference, Convention or Meeting. All expenses including prepaid expenses (i.e. expenses paid via Shopping Cart, Imprest Fund, P-Card, or Travel Credit Card) must be listed on the Form 10.12.1 and subsequently entered into the TMM in SAP. All prepaid expenses must be captured for reporting purposes and will not be part of the actual reimbursement to the traveler.

Step 2. Attach documentation (registration brochure/flyer, lodging/hotel rate quotes, airfare, etc.) supporting the conference, convention or meeting. Enter dates, times, fees, location, and other pertinent information on the Form 10.12.1.

Step 3. The Administrative staff (assigned with the new Site Travel Specialist role) will enter all the information, scan, and attach all the documents in TMM. The request will be routed via SAP electronic workflow for approval.

Step 4. Upon successful approval of estimated travel expenses in SAP, a confirmation email with an Approved Travel Request Notification (ATRN) Form, including trip number, will be sent to the traveler. The ATRN must be provided to the P-Card holder for conference fee payment. Conference fees may also be paid via Imprest or Shopping Cart when the ATRN and trip number is provided.

Step 5. Travel expenses (i.e. lodging and transportation) can be booked and charged to



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the Travel Credit Card. The cardholder must have an approved ATRN and assigned trip number from the traveler prior to booking travel.

If the Office does not have a Travel Credit Card, the travelers may book their trip and pay out of pocket to be reimbursed after travel event.

Step 6. Upon return from the travel and/or conference, the traveler must complete and sign the Travel Expense Claim form, (last page of the Form 10.12.1) to obtain reimbursement for allowable expenditures. Each attendee must complete a separate Travel Expense Claim Form and attach original receipt(s), page (s) of the conference brochure that show the date, place, time, and fees (do not include other pages of the brochure), cancelled checks, ATRN, and other documentation for itemized travel expenses and submit it to the Site Travel Specialist for final entry into TMM. The Site Travel Specialist will scan and attach the supporting documentation in TMM. (Refer to Section E for list of reimbursable expenses.)

Step 7. After completing entry of actual travel expenses in TMM and attaching support documents, a budget check will take place and will be routed via electronic workflow to the appropriate approver. The approved actual expenses will then workflow to Accounts Payable to be reviewed and approved for payment via employee's next regular scheduled paycheck. A confirmation email with an Approved Actual Travel Expenses notification will be sent to the traveler indicating the reimbursement amount once travel expenses are approved by Accounts Payable.

Step 8. Reconciliation for conference fees on the P-Card and Shopping Cart must be to General Ledger account 520002.

D. SUBSTITUTE REIMBURSEMENT

The following information applies only if an outside organization (e.g., Cal State, UCLA) sends documentation requesting the services of District personnel and is providing reimbursement for substitutes:

1. Employees are required to use Form 10.12.1.
2. Send the completed Form 10.12.1 to the appropriate ESC Office, DACE, or ECED along with documentation indicating that an outside agency will provide reimbursement for the substitute.
3. The ESC Office, DACE, or ECED will provide the school with the fund and functional area to time-report a substitute along with the approved Form 10.12.1.



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4. The ESC Office, DACE or ECED will send copies of appropriate documentation for billing purposes to General Accounting Branch, Accounts Receivable, Beaudry Building, 26th floor.

E. REIMBURSABLE EXPENDITURES GUIDELINES AND REQUIRED DOCUMENTS

1. **Airfare:** Airfare associated with the business travel is reimbursable if the traveler booked it on their personal Credit/Debit (CC/DC) card. A copy of the itinerary with the charges reflecting the last 4 digits of Credit/Debit card number and/or copies of the flight tickets with the supporting CC/bank statement of charges are acceptable forms of receipt for reimbursement.
2. **Baggage Fees:** Baggage fees associated with the business travel are reimbursable, so long as the baggage tickets or CC/bank statement reflecting the charges are submitted with the Travel Claim Form.
3. **Conference Fees:** Conference fees paid by the Traveler are reimbursable with the supporting documentation (i.e., paid receipt from the venue, a copy of the CC statement, or cancelled check reflecting the charges).
4. **Conference Rooms (for Recruiters):** Conference rooms/booths for teacher recruitments are reimbursable if the room/booth was charged on a personal Credit/Debit card for teacher recruitments. A CC/DC statement or receipt reflecting the charges inclusive of the last 4 digits of CC/DC are acceptable forms of receipts for reimbursement.
5. **Per Diem: NO RECEIPTS REQUIRED.** Per Diem is allowed if the travel is outside of 45 miles from the work/home location. The Per Diem amount includes Meals and Incidental expenses. Attendees departing before noon will be reimbursed a maximum of \$49.00 per travel day and departing after noon will be reimbursed a maximum of \$24.50 for the travel day. If a meal is included as part of the conference fee, a half-day per diem of \$24.50 will be allowed. Attendees returning before noon will be reimbursed a maximum of \$24.50 and returning after noon will be reimbursed a maximum of \$49.00. The attendee will pay all expenses exceeding the per diem rate.
6. **Gasoline:** Gasoline expenses are reimbursable if a rental car was used for the travel only if pre-approved by Administrator.
7. **Hotel:** Hotel expenses are reimbursable with a copy of the hotel folio/statement showing the last 4 digits of the CC/DC or a bank statement. It is advisable to secure a copy of the folio/statement during check out. Personal extended stays not relevant to



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the conference/travel should be removed from the reimbursable total.

8. **Parking:** Parking expenses incurred on business travel are reimbursable with supporting receipts (i.e., hotel parking, airport parking, etc.)
9. **Postage/Shipping:** Postage/shipping expenses are reimbursable on a case by case basis and must relate to the business trip's agenda. Postage/Shipping for personal items is not reimbursable.
10. **Car Rental:** With pre-approval from the Administrator, expenses related to a car rental for a Conference/Travel are reimbursable with supporting receipts. Receipts received upon rental returns or CC/Bank statements are acceptable. District-prepaid car rental expenses are not reimbursable when booked by Tzell Travel Group Northwest (refer to Section H).
11. **Taxi/Shuttle:** Conference related Taxi/Shuttle expenses are reimbursable with Taxi or Shuttle company receipts. Tips associated with the tab are not reimbursable.
12. **Telephone/Fax/Internet:** Telephone, Fax, or Internet charges are reimbursable for District recruiters only.
13. **Miscellaneous:** Miscellaneous expenses are reimbursable if they are business related and deemed appropriate and are approved by Administrator.
14. **Mileage:** Personal vehicles used for business travel will be reimbursed for mileage only with the print out of the round trip mileage from Google Maps, Yahoo or MapQuest. The rate is based on the Internal Revenue Service established standard business rate for all miles driven.

Retroactive Travel, Conference, Convention and Meeting Claims may not be processed. Therefore, plan conference travel well in advance.

Approved reimbursable expenditures claimed on the Travel Expense Claim form shall not be requested for reimbursement through the Imprest Fund, the Request for Payment of Miscellaneous Bills, or any other process.

All travel expenses are to be reconciled to General Ledger account 520002.

Due to privacy issues, staff is advised to conceal their credit card number by redacting CC/DC numbers except the last four digits.



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F. FULL SERVICE TRAVEL AGENCY

Tzell Travel Group Northwest is a full service travel agency and may be utilized for assistance in booking prepaid: airfare, lodging and rental car arrangements. These expenses, and the accompanying booking fees, are not reimbursable if purchased with the Travel Credit Card. If utilizing a full service travel agency, Travelers should contact the travel agency at least thirty (30) days prior to travel to ensure the most economical airfare. Tzell Travel Group Northwest can be reached at (877) 644-0333 or online at www.tzellnw.com.

G. NON-REIMBURSABLE PREPAID EXPENDITURE GUIDELINES

The traveler may pay for conference registration fees and travel related expenses (transportation, lodging, etc.) utilizing the Imprest Fund, District issued credit card, or by processing a SAP Shopping Cart, whichever is applicable. Payment for conference registration fees and/or the booking of travel (airfare, lodging, car rental) shall occur only "after" receipt of an Approved Travel Request Notification (ATRN) Form.

Conference Registration Fees

The P-Card may be used to pay for conference registration fees only. If the vendor does not accept the P-Card, you may utilize the Imprest Fund or SAP Shopping Cart. When procuring conference registration fees utilizing one of the aforementioned payment methods you must indicate *P-Card*, *Imprest*, or *PO* respectively on the Form 10.12.1 and enter the estimate(s) into the TMM.

- The Shopping Cart should be created using product ID 9246023100. Assistance with the Shopping Cart is available by contacting the Procurement Customer Service at (562) 654-9009. The Approved Travel Request Notification (ATRN) must be attached to the Shopping Cart.

Travel Expenses

The Travel Credit Card may be used to pay for travel expenses (i.e., airfare, lodging, car rental). The cardholder may contact the full service travel agency Tzell Travel Group Northwest, travel providers such as Orbitz, Expedia, Travelocity, or other travel agencies to procure travel. It is the Travel Credit Card holder's responsibility to select the most economical rates (e.g. GSA rates, government rates, etc.). To check GSA Rates for travel expenses, you may access their website at www.gsa.gov.

1. Airfare reservations may be made through Tzell Travel Group Northwest, other travel agencies, travel providers, or airline websites. However, it is the traveler's responsibility to select the most competitive rate. All travel should be coach only.



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Also, be aware that you are responsible for providing accurate information to obtain airfare, therefore ensure you have the traveler's legal name as it appears on their legal identification that they will use to travel since the name of the airline ticket and legal identification must match.

The traveler is responsible for disputing incorrect flight charges, and tracking credits. In most cases, travel agencies will hold reservations for 24 hours "without ticketing" or provide a price quote based on current demand and availability of flights. Since rates are subject to change, it is important to promptly enter the estimated travel expense into SAP and to immediately contact the travel provider for booking. Travel Credit Card holders may proceed with booking only after receipt of the ATRN. If the traveler is unable to secure airfare travel utilizing a Travel Credit Card, the traveler will need to pay out of pocket for airfare expenses and follow the reimbursable process guidelines.

2. Lodging reservations may be made through Tzell Travel Group Northwest, other travel agencies, travel providers or hotel websites. The traveler must be prepared to provide a personal credit card at check-in for lodging or incidentals. Moreover, in some instances the traveler may have to pay out of pocket although the reservation was made with the Travel Credit Card. The cardholder for the Travel Credit Card will need to negotiate with the hotel to ensure pre-payment, if allowed by the hotel. Otherwise, the traveler, if not the Travel Credit Card holder, will need to pay out of pocket for lodging expenses and follow the reimbursable process guidelines. Lodging expenses may also be prepaid via the SAP Shopping Cart when accepted by the vendor (hotel).
3. Car Rental reservations may be made through Tzell Travel Group Northwest, other travel agencies, travel providers or car rental websites. If you are a Travel Credit Card holder you may select from various car rental providers and may book through any car rental agency (i.e., Enterprise, Avis, Hertz, Budget, etc.). However, it is the traveler's responsibility to select the most competitive rate. The Travel Credit Card may only be utilized when the automobile will be exclusively operated by the Travel Credit Card holder.

The Travel Credit Card holder will be required to present in person to the Car Rental Agency their physical Travel Credit Card along with proper photo identification which bears the cardholder's legal name, which must match the name on the Travel Credit Card. If the traveler is not the Travel Credit Card holder, the traveler may utilize District Paid Transportation (reference Section H) or will need to pay out of pocket for car rental expenses and follow the reimbursable process guidelines.



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4. When procuring travel with the Travel Credit Card, indicate *T-Card* on the Form 10.12.1 and enter the estimate(s) into the TMM. Once travel has been approved, the Expense Type will appear as a District Paid Amount on the ATRN. The Travel Credit Card holder may proceed in booking travel expenses (i.e., airfare, lodging, car rental) after receipt of the ATRN. All expenses paid with a District issued credit card (P-Card or Travel Credit Card), Shopping Card, or Imprest fund are not reimbursable to the traveler. These District prepaid expenses must be listed on the Travel Expense Claim form in the prepaid column.

H. DISTRICT PAID TRANSPORTATION EXPENDITURE GUIDELINES

District employees may book Enterprise car rental services through Tzell Travel Group Northwest and utilize the District's Corporate Bill Account. District employees seeking to use such services must contact Tzell Travel Group Northwest for a price estimate, indicate *District paid* on the Form 10.12.1, indicate the Rental Company in the Comments section and enter the Prepaid estimate into the TMM. Once travel has been approved, the Expense type will appear as a District Paid Amount on the ATRN. The District employee must submit the ATRN to Tzell Travel Group Northwest in order to proceed in booking car rental services with Enterprise. District paid transportation fees are not reimbursable to the traveler and expenses must be listed on the Travel Expense Claim form in the prepaid column.

CONTACT INFORMATION:

For assistance or further information please contact:

1. Your local ESC
2. Procurement Travel Desk (562) 654-9303 or fax (562) 654-9048
3. Tzell Travel Group Northwest at (877) 644-0333, fax (866) 907-7990 or online at: www.tzellnw.com
4. District's Credit Card Program (562) 654-9009
5. Accounts Payable Customer Service at (213) 241-4800