

Use this job aid to identify the levels of approval required for a Traveler’s Trip.

## ESTIMATE TRAVEL EXPENSE REPORT APPROVALS

Trip Type:	LEVEL 1 APPROVAL		LEVEL 2 APPROVAL	LEVEL 3 APPROVAL
	Traveler's Site Administrator*	Site Administrator for each Funding Source	Traveler's Division Administrator	Senior Deputy Superintendent, School Operations
Local <\$2,000	✓	If applicable	N/A	N/A
Local >\$2,000	✓	If applicable	✓	✓
Out of State	✓	If applicable	✓	✓

\* Traveler's Site Administrator approval is required even if 100% of the funding is provided by another department.

## ACTUAL TRAVEL EXPENSE REPORT APPROVALS

Trip Type:	APPROVALS	
	Traveler's Site Administrator	Accounts Payable
All Trips	✓	✓

**Note:** Central Office staff went live with SAP Travel Management Functionality. Schools are not using SAP Travel Management functionality and are submitting travel requests manually. School travel estimates are sent to Procurement for estimate travel expense entry and actual travel expense updates are entered by Accounts Payable.