



Travel Management for Offices



Introduction:

As part of the Legacy Replacement Project (LRP) Finance and Procurement implementation, LAUSD will roll out new process and procedures that will impact the current way that employees make requests for District travel. The purpose of this guide is to provide an overview of the changes that impact Central and ESC Offices.

Read the table below to learn about: 1) Current activities that will no longer be done (**Stop**); 2) New activities that will begin (**Start**); 3) Activities that will continue (**Continue**) once the new technology is implemented.

	Stop	Start	Continue
Travel requests	<ul style="list-style-type: none"> Submitting Travel Request to Central Office for processing 	<ul style="list-style-type: none"> Submitting Travel Request to your Site Travel Specialist for entry into SAP 	<ul style="list-style-type: none"> Completing Travel Request Form 10.12.1, Request for Conference, Convention, or Meeting Attendance
Approval Process	<ul style="list-style-type: none"> Circulating Form 10.12 for required approval signatures. 	<ul style="list-style-type: none"> Receive travel approvals via SAP Workflow approval process 	<ul style="list-style-type: none"> Obtaining advance approval for travel
Conference Registration & Booking Travel		<ul style="list-style-type: none"> Receiving ATRN and Trip # prior to making/requesting any travel (see Policy Bulletin 5525.1) 	<ul style="list-style-type: none"> Needing all required approvals, prior to registering/booking travel
Travel Expense Claim Form	<ul style="list-style-type: none"> Submitting approved expense claim form to Accounts Payable. 	<ul style="list-style-type: none"> Submitting expense claim form to your Site Travel Specialist for entry into SAP 	<ul style="list-style-type: none"> Submitting expense claim form
Reimbursements for travel expenses	<ul style="list-style-type: none"> Receiving travel reimbursements from Accounts Payable on separate check. 	<ul style="list-style-type: none"> Receiving travel reimbursements from Payroll on regular paycheck. 	<ul style="list-style-type: none"> Receiving reimbursements for approved travel expenses

Key Terms:

- Form 10.12.1 - Request for Conference, Convention or Meeting Attendance
- ATRN - Approved Travel Request Notification - including Trip # (*Must provide to designated requestors for pre-paid travel arrangements).

Learn more at <http://lrpweb.lausd.net>

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