SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 18, 2015

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 17, 2015 –JULY 9, 2015

Department and/or
Persons Concerned: Persons who submit and approve travel authorizations and expense reports

Due Date: June 16, 2015

Reference: Administrative Circular 49 2014-15 Processing Deadlines, dated January 9, 2015

Action Requested: Comply with June 16, 2015 Deadline for Submission of Expense Reports and Travel Authorizations for Fiscal Year 2014-2015

Brief Explanation:

To support the schedule for closing the 2014-2015 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 30, 2015.

Effective June 17, 2015 through July 9, 2015, the ability to create and submit new online travel and expense documents for the 2015-2016 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all current expense reports before the end of the fiscal year.

During this time, department and branch approvers are encouraged to check their work lists daily and to review and approve all travel authorizations and expense reports. Approvers may not send back travel authorizations or expense reports for editing during this period. If there are errors, approvers must **deny** travel authorizations and expense reports. Employees may create new travel authorizations and expense reports on July 10, 2015. All new travel authorizations and expense reports created on or after July 10 will be recorded in the 2015-2016 fiscal year.

Thank you for your cooperation with adhering to these procedures during this time. If you have any questions, please contact Nancy Monaghan, Manager - Accounts Payable at 619.725.7756 or nmonaghan@sandi.net.

Jodie Macalos
Controller

APPROVED:

Jenny Salkeld
Chief Financial Officer

JS:vb

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