

ADMINISTRATIVE CIRCULAR NO. 61
Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 23, 2018

To: All School Principals, Child Development Center Administrators,
Division, and Department Heads

Subject: TRAVEL AUTHORIZATION SUBMISSION–EVENT DATES JULY 1,
2018 OR LATER

**Department and/or
Persons Concerned:** Persons responsible for creating, submitting and approving online Travel
Authorization forms

Due Date: Deadlines listed below

Reference: Administrative Circular 42, dated January 26, 2018

Action Requested: Adhere to guidelines below for events taking place in fiscal year 2018-19

Brief Explanation:

The Accounts Payable department may issue certain advance payments for professional development-related events to event vendors. These prepayments may include airfare, lodging, and registration fees, as defined in Administrative Procedure 7155 “Absence on District Business.”

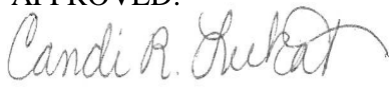
Travel Authorizations with travel dates commencing July 1, 2018 or later may be submitted until June 15, 2018 and must be fully approved by June 29, 2018. Travel Authorizations not fully approved by June 29, 2018 will be denied and must be re-created and submitted on or after July 13, 2018.

Note: Per Administrative Circular 42 “2017-2018 Processing Deadlines,” the final date to submit travel authorizations for professional development events which need to be encumbered or have prepayments for the 2017-2018 fiscal year is June 15, 2018. The final date to approve travel authorizations is June 29, 2018.

For information or questions contact Nancy Picone, Accounts Payable Manager, Finance Division at (619) 725-7756 or npicone@sandi.net.

Nancy Picone
Accounts Payable Manager

APPROVED:


Candi Lukat
Controller

CL:tt

Distribution: A, C, D, E, and F