SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 29, 2019

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 15–JULY 14, 2019

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

Due Date: June 14, 2019

Reference: Revised Administrative Circular No. 46, dated March 18, 2019

Action Requested: Comply with June 14, 2019 deadline for submission of expense reports and travel authorizations for fiscal year 2018-19

Brief Explanation:

To support the schedule for closing the 2018-19 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 28, 2019.

Effective June 15, 2019 through July 14, 2019, the ability to create and submit new online travel and expense documents for the 2018-19 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all current expense reports before the close of the fiscal year.

During this time, department and branch approvers are encouraged to check their worklists 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 or after July 15, 2019. All new travel authorizations and expense reports created on or after July 15, will be recorded in the 2019-20 fiscal year.

Thank you for your cooperation and adherence to these procedures during this time. For information or questions contact Sherrie Shumaker, Accounts Payable Manager, Finance Division at (619) 725-7756 or sshumaker@sandi.net.

Jodie Macalos
Controller

APPROVED:

Debbie Foster
Executive Director, Finance Division

JM:sas