

ADMINISTRATIVE CIRCULAR NO. 68

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 17, 2021

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 5–JULY 8, 2021

Department and/or Persons Concerned: Persons who submit and approve travel authorizations (TAs) and travel and mileage expense reports (ERs)

Due Dates: June 4, 2021 for submission of both TAs and ERs
June 14, 2021 for full approval of both TAs and ERs

Reference: Administrative Circular No. 43, dated February 17, 2021.

Action Requested: Comply with the June 4, 2021 and June 14, 2021 deadlines for travel and mileage expense reports for fiscal year 2020-21.

Brief Explanation:

To support the schedule for closing the 2020-21 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 14, 2021. In order to meet this deadline, the request must be submitted in the PeopleSoft Expense module by June 4, 2021.

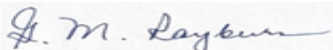
Effective June 5, 2021 through July 9, 2021, the ability to create and submit new online travel and expense documents for the 2021-22 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all current expense reports before the close of the fiscal year.

Up to the approval deadline of June 14, 2021, 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 and replacement travel authorizations and expense reports on or after July 9, 2021. All new travel authorizations and expense reports for travel and mileage created on or after July 9, will be recorded in the 2021-22 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:



Gamy Rayburn
Interim Executive Director, Finance Division

JM:sas