

**ADMINISTRATIVE CIRCULAR NO. 67**

Office of the Chief Business Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 29, 2019

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

**Subject:** TRAVEL AUTHORIZATION SUBMISSION – EVENT DATES  
JULY 1, 2019 OR LATER

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

**Due Date:** Deadlines listed below.

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

**Action Requested:** Adhere to guidelines below for events taking place in FY 2019-20

**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, 2019 or later may be submitted until June 14, 2019, and must be fully approved by June 28, 2019. Travel Authorizations not fully approved by June 28, 2019 will be denied and must be re-created and submitted on or after July 12, 2019.

Pursuant to Revised Administrative Circular No.46, 2018-19 Processing Deadlines, the final date to submit travel authorizations for professional development events which need to be encumbered or have prepayments for the 2018-19 fiscal year is June 14, 2019. The final date to approve travel authorizations is June 28, 2019.

For information or questions contact Sherrie Shumaker, Accounts Payable Manager, Finance Division at (619) 725-7756 or [sshumaker@sandi.net](mailto:sshumaker@sandi.net).

Jodie Macalos  
Controller

APPROVED:



Debbie Foster  
Executive Director, Finance Division

JM:sas