



Travel Management for Schools



Introduction:

As part of the Legacy Replacement Project (LRP) Finance and Procurement implementation, LAUSD will roll out new process and procedures that will impact the current way that employees make requests for District travel. The purpose of this guide is to provide an overview of the changes that impact schools.

Read the table below to learn about: 1) Current activities that will no longer be done (**Stop**); 2) New activities that will begin (**Start**); 3) Activities that will continue (**Continue**) once the new technology is implemented.

	Stop	Start	Continue
Travel Requests	<ul style="list-style-type: none"> Submitting form 10.12 to ESC for processing 	<ul style="list-style-type: none"> Scanning and emailing Form 10.12.1 to procurement.traveldesks@lausd.net 	<ul style="list-style-type: none"> Submitting Travel Request form for processing
Conference Registration & Booking Travel		<ul style="list-style-type: none"> Receiving ATRN and Trip # prior to making any travel arrangements (see Policy Bulletin 5525.1) 	<ul style="list-style-type: none"> Needing all required approvals prior to registering or booking travel
Reimbursements for Travel Expenses	<ul style="list-style-type: none"> Receiving travel reimbursements from Accounts Payable on separate check. 	<ul style="list-style-type: none"> Receiving travel reimbursements from Payroll on regular paycheck. 	<ul style="list-style-type: none"> Getting reimbursed for travel expenses

Key Terms:

- Form 10.12.1 - Request for Conference, Convention or Meeting Attendance
- ATRN - Approved Travel Request Notification - including Trip # (*Must provide to designated requestors for pre-paid travel arrangements).

Learn more at <http://lrpweb.lausd.net>

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