

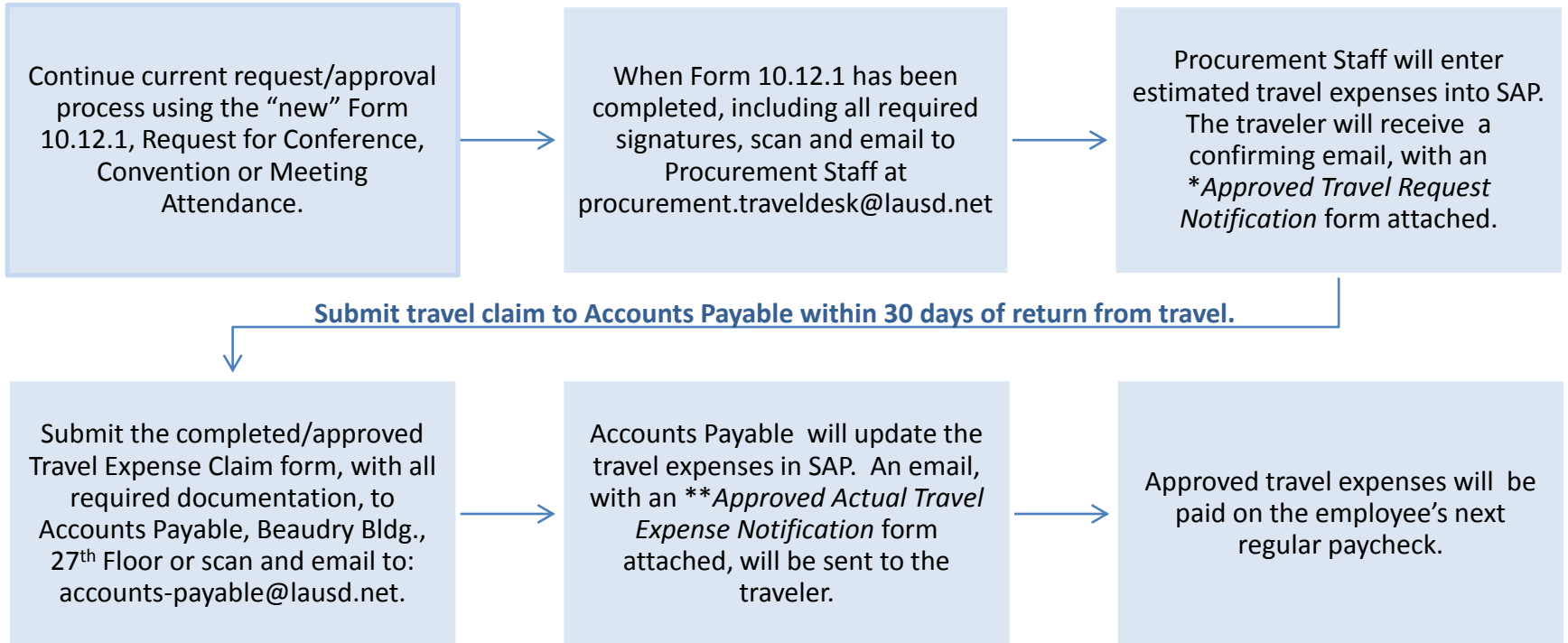


# School Travel Request Process

Beginning July 1, 2013, SAP Travel Management will be rolled out in the following manner:

**Central Office** staff will go-live with SAP Travel Management functionality.

**Schools** will not be using SAP Travel Management functionality. They will use the following process:



*\*This form will include trip details and a message stating, "Your Estimated Travel Expenses for Trip #0000000000 have been approved. Please book your travel. Please contact Procurement Customer Service at 562-654-9009 with any questions."*

*\*\*This form will include expense details and a message stating, "Your Actual Travel Expenses for Trip # 0000000000 have been approved. You will be reimbursed \$000.00 with your next payroll. Please contact Accounts Payable Customer Service at 213-241-4800 or via email at accounts-payable@lausd.net with any questions."*

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