

ADMINISTRATIVE CIRCULAR NO. 68

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 12, 2023

To: All District Employees

Subject: EXPENSE MODULE INACTIVATION JUNE 3–JULY 10, 2023

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

Due Dates: June 2, 2023 for submission of both TAs and ERs
June 12, 2023 for full approval of both TAs and ERs

Reference: Administrative Circular No. 43, dated February 16, 2023

Action Requested: Comply with the June 2, 2023 and June 12, 2023 deadlines for travel and mileage expense reports for FY 2022-23.

Brief Explanation:

To support the schedule for closing the 2022-23 fiscal year, all travel authorizations and expense reports must be fully approved in the PeopleSoft Expense module by June 12, 2023. In order to meet this deadline, all requests must be submitted in PeopleSoft no later than June 2, 2023.

Up to the approval deadline of June 12, 2023, 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 will be able to create new and replacement travel authorizations and expense reports after July 10, 2023.

From June 3, 2023 through July 10, 2023, the ability to create and submit new online travel and expense documents for the 2023-24 fiscal year in PeopleSoft will be disabled to allow adequate time for Accounts Payable to process all expense reports before the fiscal year close.

All travel authorizations and expense reports for travel and mileage created after July 10, 2023, will be recorded in the 2023-24 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.

Alicia Rolfe
Controller

APPROVED:



Jodie Macalos
Executive Director, Finance Division

AR:sas