

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
PROCUREMENT SERVICES DIVISION

**TO:** All Employees

**DATE:** January 28, 2025

**FROM:** Matthew Friedman   
Chief Procurement Officer

**SUBJECT: TIMELINES TO SUBMIT EMPLOYEE CONFERENCE AND TRAVEL  
REQUEST IN CONCUR AND REQUIRED DOCUMENTATION**

Effective February 3, 2025, to ensure clarity and compliance with District guidelines for employee conference attendance and travel requests processed through the Concur system, please note the following updated policy language and procedures regarding submission deadlines:

- **Local and In-State Trips:** The submission deadline is now **30 calendar days** prior to the trip (previously 20 business days).
- **Out-of-State or International Trips:** The submission deadline is now **45 calendar days** prior to the trip (previously 30 business days).

The “submission deadline” refers to the date the Travel Desk accepts a complete travel packet, which includes all required forms, approvals, and documentation. Incomplete or incorrectly submitted packets will be rejected or returned for correction. If a packet is returned for correction, the submission date will reset to the date the corrected and complete packet is accepted by the Travel Desk, not the original submission date.

These updated deadlines allow adequate time for obtaining Freeze approval and for all required offices to review and approve the request. Trips submitted without sufficient time for all required offices to review them will not be approved.

Additionally, travelers no longer need to attach three quotes for airline or hotel costs but will still need to provide an estimate of all expected travel expenses.

Common reasons requiring resubmission include:

- Freeze Justification must be entered in the drop-down; if “Other” is chosen, the explanation **must** be typed in the “**Purpose**” field (repeating the name of the conference is not a justification; be specific, i.e., presenting on behalf of LAUSD, required training for grant received, award recipient, etc.)
- Traveler’s name entered in the “Request name” instead of the name of the conference/event
- Missing conference flyer with dates, location, and cost (if the agenda is a booklet, only upload the at-glance agenda).
- Incomplete responses to the *Conference Justification Form*.
- Invalid/incorrect payment method (e.g., choosing “Concur Virtual Travel Card” for Conference Fees payment method)

**Travelers who attend trips without approval may not be reimbursed for expenses.**

Please do not use District P-Card for travel expenses without prior approval.

Cases where an invitation letter or notification of award is dated less than the timelines above will be considered for an exception, provided the complete and correct request is submitted immediately in Concur and sufficient time remains for all offices to complete the review and approval of the Concur travel request prior to the trip (include copy of the notification).

If you have any questions, please refer to the [Concur Travel webpage](#) or contact the Procurement Travel Unit at (562) 654-9058 or via [procurement.traveldes@lausd.net](mailto:procurement.traveldes@lausd.net).

Attachment: *Conference Justification Form*

c: Devora Navera Reed  
Pedro Salcido  
Karla V. Estrada  
Carolyn Spaht Gonzalez  
Kristen K. Murphy  
Jaime Torrens  
Martha Alvarez  
Veronica Arreguin

Jana Carter  
Amanda Wherritt  
Sasha Lopez  
Patricia Chambers  
Karen Mercado  
Christopher Mount  
Sung Yon Lee  
Tiffanie Ledford-Yang