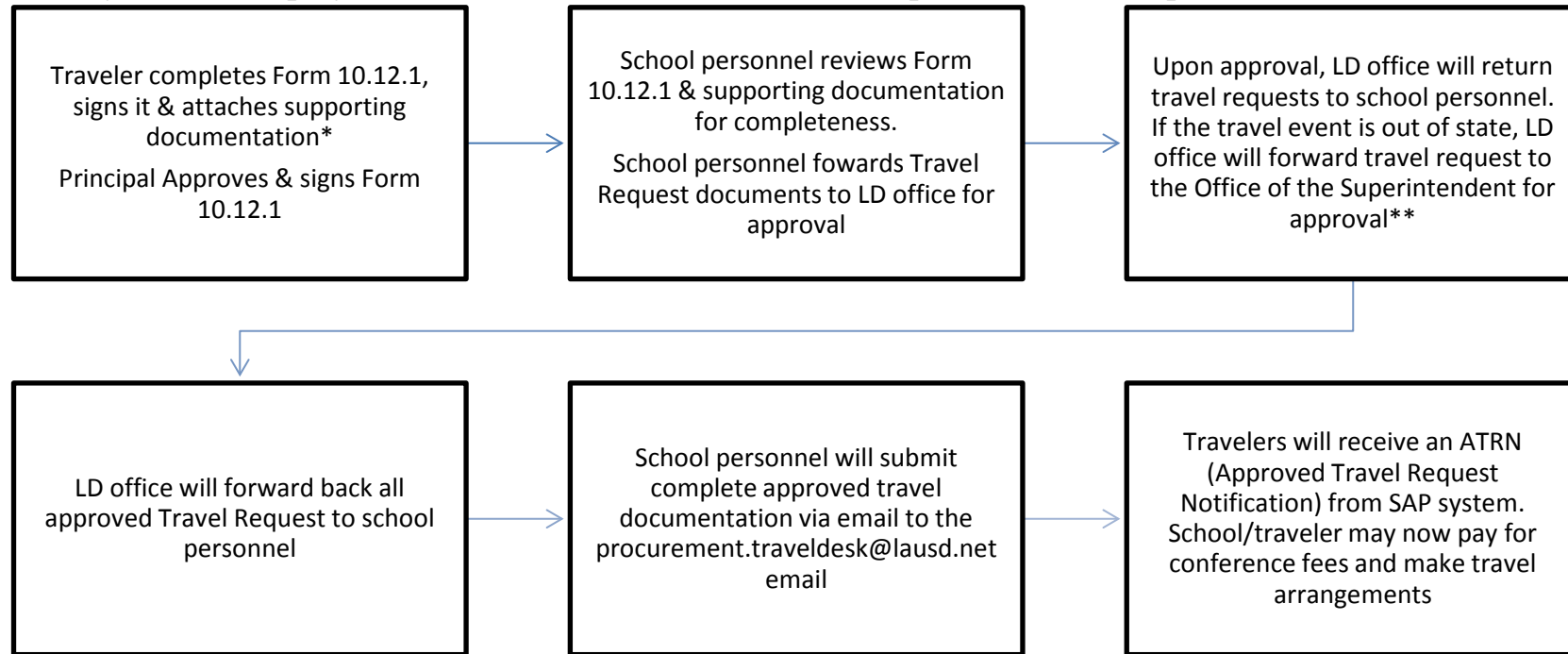


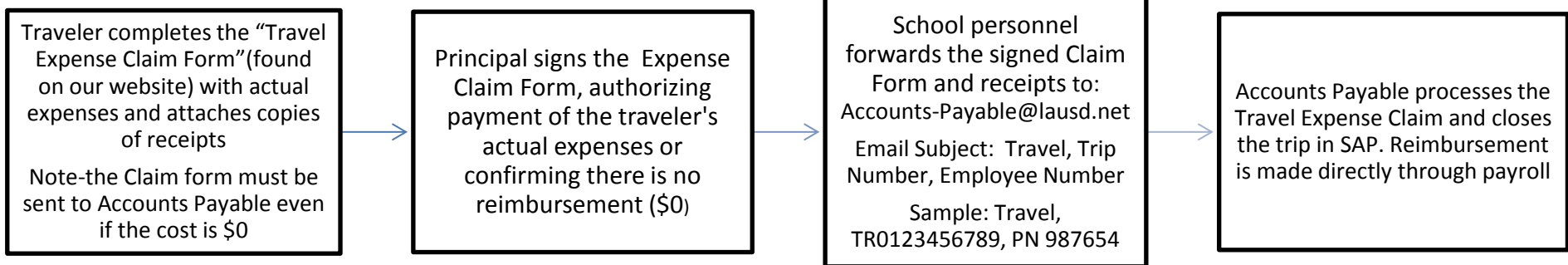


School Conference/Travel Request Submittal

For any District employee conference attendance and/or travel, please follow this process:



Reimbursement Process (Within 45 days after event)



*Please attach conference Registration form (with date & price), Event Flyer, and "MapQuest" printout (if claiming mileage).

** Office of the Superintendent approval is only required for out of state/International travel per District Bul. 5525.2. Use the Travel Approval Form found on our Travel & Conference website (complete, print, and submit along with other supporting documentation).

Learn more at our Travel & Conference website: <http://achieve.lausd.net/Page/862>

Contact Us: procurement.traveldesk@lausd.net