DISTRICT POLICY BULLETIN

TITLE: District Policy for Travel and Attendance at Conferences or Conventions

NUMBER: BUL-5525.3

ISSUER: Judith Reece, Interim Chief Procurement Officer
Procurement Services Division

DATE: November 14, 2018

PURPOSE: The purpose of this bulletin is to inform all employees of guidelines regarding the approval of travel and attendance to conferences, conventions, meetings or trainings.

Administrators may impose more restrictive procedures for additional administrative control or budgetary reasons.

Note: This bulletin does not address travel, conference or convention attendance for students or parents. For student travel, refer to REF-2111.1 Field Trips Handbook and Revised Procedures. For the policy on parent travel, please refer to BUL-6748.0 Parent Conference Attendance. This bulletin replaces BUL-5525.2 District Policy for Travel and Attendance at Conferences or Conventions, dated July 1, 2014.

MAJOR CHANGES:

- Two travel process overview attachments have been created, Attachment A-School Employee Travel Process Overview and Attachment B-Central Office Employee Travel Process Overview. Travelers should follow the corresponding procedure for their location type.

- For school sites, the Request for Travel and Attendance at a Conference, Convention, or Meeting Form (Form 10.12.1) has been updated. A fillable PDF can be downloaded from the Procurement Travel Desk website: https://travel.lausd.net.

- For Central Offices, Form 10.12.1 may be used for informational purposes but will no longer be required to be uploaded. Travel requests and approvals for Central Office employees must be completed electronically via the
online workflow in SAP. For purposes of this bulletin, “Central Office employees” will also include Board Members and their staff.

- The use of the full-service travel agency is no longer available. Travelers are responsible for selecting the most economical rates when making travel arrangements.
- The SAP Travel Management system provides automated email reminders to prompt timely submittal for reimbursement requests.
- The Travel Expense Claim Form (claim form) and documentation are no longer accepted through fax submission. Email all documentation to: accounts-payable@lausd.net in PDF format.
- Mileage is to be calculated following the guidelines of BUL-6873.0, Business Mileage Reimbursement.

I. PRIOR TO ATTENDING CONFERENCES, CONVENTIONS, MEETINGS OR TRAININGS

A. Purpose of Travel

Employees must ensure all District attendance at conferences, conventions, meetings or trainings is necessary, appropriate and aligned with the Superintendent’s Strategic Goals. Per Board Rules, the attendance must benefit the District through achievement of the following outcomes:

1. Attendance leads directly to the professional or technical growth of the individual and to the improvement of District programs.
2. Attendance is important to the interests and welfare of the District.
3. Attendance leads directly to the improvement of efficiency in the operations of the District.
4. Attendance leads directly to the expansion and improvement of the District resources.

B. Planning

If multiple employees request to attend the same conferences, conventions, meetings or trainings, School or Central Office Administrators must ensure there is no unnecessary duplication of participation by District personnel, per Board Rules. The attendance of employees must not seriously impair the capacity of the District to function effectively. Therefore, absence of an employee due to travel should be minimized to have the least amount of impact on the employee’s work assignment or site business operations. Travel is only allowed one day prior and one day following the event. Employees will be responsible for expenses or any applicable vacation time of additional days beyond those allowed.
GUIDELINES CONTINUED:

Traveler must obtain documentation of the event (e.g., conference brochure, training flyer, invitation letter, etc.). When a conference is offered in multiple locations, the employee should attend the closest to the work location. For example, if a conference is offered in Anaheim and San Diego, the selected location should be Anaheim.

Selection of trip itinerary and hotel reservations should be cost effective and the most economical option. Hotel expenses are not to exceed $300 per night, including related taxes and fees. Airline travel should be coach. Upgrades to seats, standby service and priority boarding are not permitted.

Employees are responsible for excess costs and expenses incurred for personal selection or preferences beyond those listed in this bulletin. The traveler runs the risk of not receiving reimbursement if the polices in this bulletin are not followed.

C. Funding Considerations

It is the responsibility of the requesting school or Central Office administrator to ensure appropriate use of funding and that guidelines regarding specially funded programs are followed.

Only appropriate funding lines and allocations are to be used for expenditures related to travel for conferences, conventions, meetings or trainings. Adequate funding in the correct program and general ledger account (GL) of 520002 must be available at the time of entry into the SAP Travel Management system. For schools the entry is completed by the Procurement Services Division (PSD) Travel Desk on behalf of the school. For Central Offices, the SAP entry is completed by the location’s designated Site Travel Specialist.

Employees should confirm the spending limit and fund availability for travel with the site fiscal personnel or approving site administrator, prior to submitting a documented request.

D. Obtain Estimates

An estimate of all expected travel expenses must be provided on Form 10.12.1, (for schools) and in the SAP Travel Management system (for Central Offices). For out of state travel include a print-out of the search for hotel/flight estimates, schools attach to Form 10.12.1 and Central Offices upload and attach in SAP. Only allowable expenses as indicated in Attachment C-Allowable Expenses and Reimbursement Documentation will be eligible for reimbursement. All other travel expenses will be the responsibility of the traveler.
GUIDELINES CONTINUED:

E. Determine Payment Methods

Schools and Central Offices must use appropriate payment methods as authorized by the District. The list of prepaid expense types and acceptable payment methods is provided in Attachment D-Prepaid Expense Types and Payment Methods. For schools and Central Offices without a Travel Card, an Exception Request Form may be submitted to the P-Card Unit to request payment on the P-Card. Pre-approval by the P-Card Unit is required prior to the charge/purchase.

Payment methods are required to be entered on Form 10.12.1 (for schools) and in the SAP Travel Management system (for Central Offices). If the traveler plans to self-pay and request reimbursement, the P-Card/T-Card must not be used.

F. Per Diem

Per diem is an allowance paid to employees to cover expenses for meals incurred when traveling on approved District business. The District allows per diem payments for travel outside of 45 miles from the employee’s work or school site location and a meal (lunch or dinner) is not provided by the event.

Per diem is not allowed for personal extended stays that are not relevant to the District-approved travel to conferences, conventions, meetings or trainings.

<table>
<thead>
<tr>
<th>TRAVEL/TRIP INFORMATION</th>
<th>PER DIEM AMOUNT/RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 45 miles each way</td>
<td>$0- No per diem</td>
</tr>
<tr>
<td>Over 45 Miles AND</td>
<td></td>
</tr>
<tr>
<td>Leaving before noon, meal is not provided</td>
<td>$49/Full day</td>
</tr>
<tr>
<td>Leaving after noon, meal is not provided</td>
<td>$24.50/Half day</td>
</tr>
<tr>
<td>Returning after noon, meal is not provided</td>
<td>$49/Full day</td>
</tr>
<tr>
<td>Returning before noon, meal is not provided</td>
<td>$24.50/Half day</td>
</tr>
</tbody>
</table>

G. Timeline

All requirements to request travel approval should be submitted to the approving administrator (for Central Office employees) and to the Travel Desk (for school employees) at least 20 business days prior to the event for local and in-state travel, and at least 30 business days prior to the event for out-of-state and international travel.

H. Requesting Approval

All employee trip information should be entered and approved in the SAP Travel Management system prior to departure. Employees must obtain prior approval from the appropriate administrator and receive an Approved Travel Request Notification (ATRN) before making any travel arrangements or...
GUIDELINES CONTINUED:

attending conferences, conventions, meetings or trainings, **even when there is expected to be no direct cost to the District.** School employees should refer to Attachment E-School Employee Travel Requirements for a complete list of required approvals. All required fields on Form 10.12.1 must be completed. A description of the purpose or reason for the travel, along with supporting documentation (e.g., brochure, flyer, a print out of the search for hotel/flight estimates if traveling out of state) must be included with the travel request.

For Central Office employees, Form 10.12.1 is no longer required to be signed and uploaded to SAP but may be utilized for informational purposes. Prior authorization for travel is obtained by SAP entry and workflow approval. For a list of approvals refer to Attachment F-Central Office Employee Travel Requirements. To assist the approving Central Office administrator’s evaluation of the travel request, all required fields in the SAP Travel Management system must be completed accurately and supporting documentation uploaded (e.g., brochure, flyer). If traveling out of state, provide estimates for air and hotel; a print-out of the search is required and must be uploaded.

If an approved traveler is unable to attend at the last minute, a substitute traveler may replace the traveler with Site Administrator approval and acceptance of any additional costs or cancellation fees.

The Superintendent may periodically impose a travel freeze as needed. At such time that a freeze is in effect, a Freeze Memo will be provided by the Superintendent’s Office with procedures and criteria required to obtain an exemption.

II. AFTER ATTENDANCE AT CONFERENCES, CONVENTIONS, MEETINGS OR TRAININGS

A. After the Trip Documentation

Upon returning the traveler must take steps to ensure that trip can be closed and settled in SAP. The traveler should gather any receipts from self-paid purchases to prepare for reimbursement and should **not** include any District pre-paid expenses paid with P-Card/T-Card, Imprest or Purchase Order (PO).

Schools and Central Offices should ensure that expenses paid with P-Card/T-Card, PO or Imprest are reconciled in SAP appropriately. All travel expenses are to be reconciled to GL-520002 (Travel/Conference Attendance).
GUIDELINES CONTINUED:

Any expenses paid with PO must have the goods receipt(s) entered in SAP upon returning from the event. Any P-Card/T-Card transactions are to be reconciled and approved by the 21st of the following month.

Per Board Rule 1503, if the school or Central Office administrator requires it, the traveler should prepare a written or oral report of the event attended.

B. Reimbursement

As stated in Board Rule 1500, “approved reimbursable expenses incurred during attendance at conferences, conventions, and meetings may be reimbursed not exceeding District limits, with proper documentation of such expenses (as authorized in District bulletins).” Thus, District employees are only eligible for reimbursement if they obtain approval prior to travel and self-paid travel expenses. All requests for reimbursements must follow District-approved guidelines and receive authorization from the school or Central Office administrator before processing for payment.

Personal extended stays not relevant to the conference/travel must be removed from the reimbursable total. Also note, personal extended stays are NEVER to be paid with a District T-Card or P-Card.

To request reimbursement school employees must fill out the Travel Expense Claim Form and submit it to Accounts Payable. See Attachment A-School Employee Travel Process Overview.

Central Office employee travelers must ensure the actual and self-paid expenses are entered in the SAP Travel management system. See Attachment B-Central Office Employee Travel Process Overview.

Accounts Payable requires financial proof of payment for each expense, as well as additional documents submitted for reimbursement. Only approved expenditures detailed on the Claim Form will be reimbursed; refer to Attachment C-Allowable Expenses and Reimbursement Documentation. Self-paid expenditures submitted for reimbursement will be reimbursed through the employee’s payroll process.

Incurring expenses and/or traveling without prior approval is against District policy. Any payment or reimbursement requests for a trip that occurred prior to approval will require retroactive travel approval. A Retroactive Travel Request Memo providing written justification for not following the policy must be submitted from the school or Central Office administrator to the PSD Travel Desk Manager for approval. See Attachment G-Retroactive Travel Request Memo Template. This request will be processed as an exception and may delay processing of
reimbursement. Repeated violations of the Travel Policy may prohibit approval of subsequent Retroactive Travel Requests.

C. Reminder Email/Notifications
On the 1.\textsuperscript{st} and 16.\textsuperscript{th} of every month, the SAP Travel Management system sends an automated e-mail to the traveler if no reimbursement request has been received and it is 15 business days or more past the trip end date. Reminder emails will continue to be sent out until appropriate action is taken to close the trip. If no reimbursement request is received within 45 business days after the travel date, the trip request will be closed with zero expense by Accounts Payable. \textbf{No reimbursement will be allowed once the trip request is closed in SAP.}

\begin{itemize}
\item RELATED RESOURCES:
\begin{itemize}
\item BUL-6748.1, Parent Conference Attendance, August 30, 2018
\item BUL-6873.0, Business Mileage Reimbursement, July 7, 2017
\item REF-1706.4, Policy on Use of Imprest Fund, September 15, 2015
\item REF-2111.1, Field Trips Handbook and Revised Procedures, December 14, 2015
\item Procurement Manual, 7.\textsuperscript{th} Ed., April 2017
\end{itemize}
\end{itemize}

\begin{itemize}
\item AUTHORITY:
This policy bulletin is in accordance with Board Rule 1500 Conference, Convention and Meeting Attendance and Board Rule 1503 Informal Leave of Absence for Attendance at a Conference or Convention.
\end{itemize}

\begin{itemize}
\item ASSISTANCE:
For assistance or further information, please contact:
\begin{itemize}
\item Procurement Travel Desk Hotline (562) 654-9058 or e-mail at Procurement.TravelDesk@lausd.net
\item District Credit Card Hotline (562) 654-9401
\item Accounts Payable Customer Service at (213) 241-4800 or e-mail at Accounts-Payable@lausd.net
\item Payroll Services Branch (213) 241-2570
\end{itemize}
\end{itemize}
School Employee Travel Process Overview

**Approval Process Before the Trip**
- Traveler develops a trip proposal/plan for approval
- Traveler completes Form 10.12.1, attaches supporting documentation*, and submits to Principal for approval
- School personnel forwards Travel Request documents to LD Office for approval
- LD Office sends approved travel requests to Procurement (PSD) Travel Desk
- PSD forwards any out-of-state/international conference travel requests to the Office of the Superintendent for approval
- PSD enters approved travel request into SAP
- Traveler receives ATRN (Approved Travel Request Notification) via email from SAP system. School/traveler may now pay conference fees and make travel arrangements

**Reimbursement After the Trip**
- Traveler completes the Travel Expense Claim Form with actual expenses and attaches copies of receipts**
- Principal signs the Travel Expense Claim Form, authorizing payment/reimbursement of traveler's claimed expenses
- School forwards the signed Travel Expense Claim Form and receipts to: Accounts-Payable@lausd.net
  Email Subject: Travel, Trip Number, Employee Number
- Accounts Payable processes the claim and closes the trip in SAP
- Traveler receives ATEN (Approved Actual Travel Expense Notification) via email from SAP system
- Reimbursement is paid through payroll

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*Attach conference registration form (with date & price), Event Flyer, "Google Map" printout (if claiming mileage), and a print-out of the search for hotel/flight estimates.

**The Travel Expense Claim Form must be sent to Accounts Payable even if the cost is $0.

Note: Confirm SAP reconciliation is complete for expenses paid with P-Card/T-Card, Imprest or PO
Central Office Employee Travel Process Overview

**Approval Process Before the Trip**
- Traveler develops a trip proposal/plan for approval
- Traveler obtains verbal or written consent from Central Office Administrator
- Designated Site Travel Specialist enters trip info and attaches all travel documentation* in SAP, generating an Estimated Travel Expense Report
- Estimated Travel Expense Report is routed via SAP workflow to required approver(s)
- Site Administrator reviews and approves or rejects the trip. Any out-of-state/international travel routes in SAP to Superintendent’s Office for approval
- Traveler receives ATRN (Approved Travel Request Notification) email from SAP system when trip is approved
- Traveler or site P-Card/T-Card holder may now pay for conference fees and make travel arrangements

**Reimbursement After the Trip**
- Traveler notifies Site Travel Specialist of actual expenses and provides copies of receipts**
- Site Travel Specialist enters actual travel expenses and attaches documentation/receipts in SAP
- SAP routes the actual travel expenses to required approvers and Accounts Payable
- Accounts Payable processes the Travel Expense Claim and closes the trip in SAP
- Traveler receives ATEN (Approved Actual Travel Expense Notification) via email from SAP system
- Reimbursement is paid through payroll

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*Attach conference registration form (with date & price), Event Flyer, “Google Map” printout (if claiming mileage), and a print-out of the search for hotel/flight estimates.

**The actual expenses must be entered in SAP even if there is no cost to the District ($0).

Note: Confirm SAP reconciliation is complete for any expenses paid with P-Card/T-Card, Imprest or PO
Allowable Expenditures and Reimbursement Documentation

For reimbursement of travel expense claims, Accounts Payable requires receipts/supporting documents (as indicated below) and proof of payment. Proof of payment is provided by submitting a copy of the traveler’s personal credit/debit card statement reflecting the last 4 digits of the card used or bank statement and the traveler’s name. Due to privacy issues, employees are advised to conceal their credit card number by redacting CC/DC numbers, except for the last four digits. **Any expenses pre-paid by the District are NOT reimbursable.**

- **Airfare:** Itinerary with traveler’s name, dates of travel, amount paid.
- **Baggage Fees:** Baggage Ticket with traveler’s name.
- **Conference Fees:** Receipt from the organization with traveler’s name.
- **Per Diem:** NO RECEIPTS REQUIRED, PLEASE DO NOT SUBMIT FOOD RECEIPTS. Details on Per Diem allowances are provided in the Per Diem section, Section I.F. on page 4 of this bulletin.
- **Hotel:** Hotel Folio with traveler’s name and dates of stay.
- **Parking:** Parking receipt/stub with proof of payment (CC/DC/Bank statement or receipt that indicates “cash” payment). Please note parking expenses are not allowed on the T-Card.
- **Car Rental:** With pre-approval from the school or Central Office administrator, expenses related to a car rental for a Conference/Travel are reimbursable with supporting receipts. Receipts received upon rental returns or CC/DC/Bank statements are acceptable.
- **Gasoline:** Gasoline expenses are reimbursable only if a rental car was used for the travel and pre-approved by Administrator.
- **Taxi/Shuttle/Uber/Lyft:** Receipts required. **TIPS ARE NOT REIMBURSABLE.**
- **Mileage for personal vehicle:** Reimbursement will be based on the shortest route calculated from school/work location using Google Maps. Refer to Bul-6873.0 Business Mileage Reimbursement.
- **Internet:** Internet charges are reimbursable for District recruiters only.
- **Miscellaneous:** Miscellaneous expenses are reimbursable if they are business-related and deemed appropriate and are approved by school or Central Office administrator.
### Prepaid Expense Types and Payment Methods

<table>
<thead>
<tr>
<th>PREPAID EXPENSE TYPE</th>
<th>PAYMENT METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Self-Paid</td>
</tr>
<tr>
<td>Fees for Conferences, Conventions, Meetings or Trainings</td>
<td>Allowed</td>
</tr>
<tr>
<td>Airfare</td>
<td>Allowed</td>
</tr>
<tr>
<td>Hotel/ Lodging</td>
<td>Allowed</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Allowed</td>
</tr>
<tr>
<td>Taxi/Uber/Lyft</td>
<td>Allowed</td>
</tr>
<tr>
<td>Gasoline</td>
<td>Allowed for Rental Cars Only</td>
</tr>
<tr>
<td>Tips</td>
<td>Not Allowed</td>
</tr>
</tbody>
</table>

**Self-paid**
- Permitted self-paid expenses will be reimbursed through the employee’s payroll as a non-taxable reimbursement.
- Gasoline for travel in personal cars, is provided only through mileage reimbursement.

**T-Cards**
- May be used for pre-payment of hotel/lodging. However, travelers are personally responsible for any incidental room charges and must provide their personal credit/debit card at check-in. Incidental room charges are costs of items and services that are not part of the main bill, such as internet, phone calls and room service.
- The T-Card is NEVER to be used for incidental room charges including those items for which the “per diem” allowance is intended to cover.

**Rental Cars**
- Must only be operated by the approved LAUSD traveler.

*Note: Exception requests* may be sent to the P-Card Unit to request using the P-Card or T-Card for “not allowed” expenses. Exception requests must be approved by the P-Card Unit prior to the charge/purchase. Submission of an Exception Request Form does not guarantee approval.
# School Employee Travel Requirements

<table>
<thead>
<tr>
<th>SCHOOL EMPLOYEE TRAVELER</th>
<th>REQUESTING REIMBURSEMENT - DOCUMENTATION NEEDED</th>
<th>NOT REQUESTING REIMBURSEMENT - DOCUMENTATION NEEDED</th>
<th>APPROVAL/SIGNATURES NEEDED BY:</th>
</tr>
</thead>
</table>
| Attending a conference* at a non-District location (in-state) | Form 10.12.1 and SAP ENTRY | Form 10.12.1 and SAP ENTRY | ✓ Principal  
✓ LD Superintendent or Executive Directors for DACE and ECED employees |
| Attending a conference* at a non-District location (out-of-state/international) | Form 10.12.1 and SAP ENTRY | Form 10.12.1 and SAP ENTRY | ✓ Principal  
✓ LD Superintendent or Executive Directors for DACE and ECED employees  
✓ Office of the Superintendent |
| Acting as Chaperone on District Approved Field Trip (in-state) | Form 10.12.1, SAP ENTRY, and follow approval process in Trip Handbook REF-2111.1 | No SAP ENTRY, follow approval process in Field Trip Handbook REF-2111.1 | ✓ Principal  
✓ LD Superintendent or Executive Directors for DACE and ECED employees  
✓ Division of Risk Management |
| Acting as Chaperone on District Approved Field Trip (out-of-state/international) | Form 10.12.1, SAP ENTRY, and follow approval process in Trip Handbook REF-2111.1 | No SAP ENTRY, follow approval process in Field Trip Handbook REF-2111.1 | ✓ Principal  
✓ LD Superintendent or Executive Directors for DACE and ECED employees  
✓ Office of Superintendent  
✓ Division of Risk Management |
Central Office Employee Travel Requirements

<table>
<thead>
<tr>
<th>CENTRAL OFFICE EMPLOYEE TRAVELER</th>
<th>REQUESTING REIMBURSEMENT-DOCUMENTATION NEEDED</th>
<th>NOT REQUESTING REIMBURSEMENT-DOCUMENTATION NEEDED</th>
<th>APPROVAL/SIGNATURES NEEDED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a conference at a non-District location (in-state)</td>
<td>SAP entry and approval via workflow</td>
<td>SAP entry and approval via workflow</td>
<td>✓ Site Administrator(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Division Head (cost &gt; $2,000)</td>
</tr>
<tr>
<td>Attending a conference at a non-District location (out-of-state/international)</td>
<td>SAP entry and approval via workflow</td>
<td>SAP entry and approval via workflow</td>
<td>✓ Site Administrator(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Division Head</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Office of Superintendent</td>
</tr>
<tr>
<td>Acting as a Chaperone on a District Approved Field Trip (in-state)</td>
<td>Field Trip approval process, and SAP entry and approval via workflow</td>
<td>Field Trip approval process only</td>
<td>✓ Site Administrator(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Risk Management</td>
</tr>
<tr>
<td>Acting as a Chaperone on a District Approved Field Trip (out-of-state/international)</td>
<td>Field Trip approval process, and SAP entry and approval via workflow</td>
<td>Field Trip approval process only</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Office of Superintendent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✓ Risk Management</td>
</tr>
</tbody>
</table>

Note: When a cost center other than the employee’s is providing funding for the trip, two approvals in SAP will be required; both the site administrator responsible for the employee and the site administrator responsible for the cost center that is paying for the trip. Additionally, any trip costing $2,000 or more requires the additional approval of the Division Head per the Organizational structure defined in SAP.
INTEROFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
School / Office Name

TO:  Name
     Travel Desk Manager

FROM: Name
      Principal/Dept. Head Title

SUBJECT: RETROACTIVE TRAVEL REQUEST MEMO

1. State the information (i.e., start and end date of travel, name of event, amount, etc.).

2. Explain what caused the need for the Retroactive Travel Request.

3. Indicate the corrective action that will be taken to avoid future retroactive travel requests.

If you have any questions, please call (insert your name, title and phone number)

Approved by:

_________________________ _______________________
Principal / Administrator Date

_________________________ _______________________
Travel Desk Manager Date

Travel Bulletin 5525.3
Retroactive Travel, Conference or Convention Claims are against District Policy and will only be processed as exceptions and may delay processing of your reimbursement request. All retroactive requests must be accompanied by a signed written justification memo from the school or office administrator.