Albuquerque Public Schools

TRAVEL AUTHORIZATION NUMBER (TAN) PROCESS

DO NOT REGISTER, RESERVE OR BOOK ANY TRAVEL UNTIL YOU RECEIVE YOUR (TAN) TRAVEL AUTHORIZATION NUMBER

TRAVELER

1. APS Employee identifies travel.
2. APS Employee obtains information ***only*** (event, hotel, air-fare, transportation, etc.) that will be part of the packet sent in Accounts Payable to obtain travel authorization number (TAN).
3. APS Employee fills out and signs Request for Travel Form. Please ensure to get Supervisor signature.
4. APS Employee submits Request for Travel Form to Accounts Payable with the following information attached:
   - Conference/Event Registration details (including event agenda). This could be from event website. **NOTE:** Do not register.
   - Hotel and room rate details (could be from website) **NOTE:** Do not reserve rooms.
   - Flight details (could be from website) **NOTE:** Do not book flights.
5. Traveler should ensure they have Lawson vendor number for reimbursement of allowable travel expenses. (Contact vendor.processing@aps.edu to set up a Lawson vendor number).

ACCOUNTS PAYABLE

6. Request for Travel Form is reviewed for completeness by Accounts Payable.
7. Accounts Payable forwards Request for Travel Form packet to Grants Management Department for approval (if applicable).
8. Grants Management Department reviews, approves and returns Request for Travel Form packet to Accounts Payable (if applicable).
9. Accounts Payable forwards Request for Travel Form packet to Next Level Administrator and Superintendent or designee for approval.
10. Approved Request for Travel Form packet is returned to Accounts Payable.
11. Accounts Payable assigns TAN (Travel Authorization Number) and informs Traveler and/or Secretary/Bookkeeper that travel is approved and provides TAN (Travel Authorization Number).

SCHOOL/DEPT

12. YOU CAN NOW REGISTER, RESERVE AND/OR BOOK TRAVEL

    **Ensure to obtain receipts for actual expenses.
    Conference/Event Registration Document: **NOTE**: Register for Conference/Event
    Hotel Confirmation/Registration Document: **NOTE**: Reserve room
    Airfare Flight Itinerary/Confirmations: **NOTE**: Book flight(s)
13. Secretary/Bookkeeper enter requisitions into Lawson and adds TAN (Travel Authorization Number) to requisition comments section.
14. Include actual receipts and Travel Authorization Form (with all approval signatures) in AttachIT.