

PROCEDURES FOR TRAVEL

If you are attending a workshop, conference or seminar that requires travel, following the procedures below will help assure your trip runs smoothly. It is very important that you start the process at least four weeks before your departure date. If you have questions, please call Marsha at Extension 22233; she will be able to help you more efficiently if you contact her early in the process.

Typically, if a teacher or administrator is attending a seminar that requires travel, the following three requisitions are required:

I. Airfare:

1. If you will be traveling by air, contact our travel agent, Liz Simmonds, at Frosch Travel at [832-380-2967](tel:832-380-2967) or at liz.simmonds@frosch.com. She will give you a price quote for the itinerary you specify. Frosch Travel can only hold the fares they quote for 24 hours. Be aware that Frosch Travel applies a \$37.00 per ticket agent fee to all bookings.
2. Submit an order in Financial 2000, and have it approved within 24 hours. Otherwise, the fare you've been quoted may not be available.
It is your responsibility to make sure your order is approved in Financial 2000. This may require calling the approving departments to ensure they are able to approve your order, and keep it moving through the system.
3. When Purchasing receives your approved order, it will be canceled in Financial 2000. Purchasing will then put the expense on the district charge card. Frosch Travel will issue an e-ticket, and send you an emailed confirmation.

The District cannot pay for airfares through internet sites, such as Expedia.com, as these companies will not accept a 3rd-party charge.
As an alternative, you may book your own airfare – just be sure to submit your receipt/statement along with your Request to Attend Conference form.

II. Conference Registration

1. Submit a requisition in Financial 2000 to the conference group. This should be done as soon as possible, since most conferences have limited capacity.

2. Send a copy of the completed registration form along with the requisition number to the Purchasing Department.
3. When the order is processed in Purchasing, we will register you online with a form of payment, either by purchase order or credit card.

III. Hotel Reservations

1. Make reservations at your hotel of choice. Most conference registrars supply a list of hotels that are recommended. You will be required to hold the room(s) with your personal credit card.
2. Submit a requisition in Financial 2000 for the hotel, and include the confirmation number the hotel provided and the hotel's phone number. Provide as much information as possible in your requisition: Confirmation Number, Guest name(s), Arrival and Departure date, etc.
3. It is your responsibility to make sure your order is approved in Financial 2000. This may require calling the approving departments to ensure they are able to approve your order, and keep it moving through the system.
4. When the order is approved in Purchasing, we will cancel the order in Financial 2000 and put it on the district credit card, reversing the charges off of your personal credit card.
5. Purchasing will contact the hotel, and provide the necessary paperwork to have the hotel room cost and tax applied directly to the district credit card.
6. Try to plan ahead! This is critical to ensure your order is processed in time.
7. The District only pays for room and tax upfront. Other services, such as shuttles, parking, room service, internet access, etc. will need to be paid by the staff member and reimbursed after the conference.

Rental Cars

The District does not prepay rental cars. Rental agencies will not accept a 3rd-party charge. You will need to reserve your own car and pay for it personally. Submit a request for reimbursement after the conference.