

## SISD TRAVEL RESERVATION REQUEST FORM INSTRUCTIONS

**Request for SISD Travel Reservations** forms are processed through the Travel Coordinator located in the Procurement Services Dept. at the Administration Building. Kay Wurdeman, X6472 is the contact person for flight, hotel and rental car reservations.

- **Request for SISD Travel Reservations** form can be located on the SISD Website listed under Procurement Services. The required information must be entered on the form online and then printed. This is to ensure information is legible.
- Submit the **Request for SISD Travel Reservations** form complete with budget code and required signatures. Fax form to X6466 or email to [kayw@springisd.org](mailto:kayw@springisd.org). Flights will be researched and flight choice selections will be emailed to the person requesting the reservation. Upon receipt of flight selection/approval, the reservation will be booked and confirmed.
- E ticket will be emailed to traveler and requestor. Airlines allow 24 hours for a customer to verify dates and notify them of any changes before they charge additional fees for modifications. Review reservation and notify travel coordinator immediately of any incorrect information. Otherwise you may incur additional charges after this 24 hour period.
- Flights are **non-transferable and non-refundable** and require a \$200 rebooking fee to change a flight. The ticket will valid for 1 year from the date of purchase with \$200.00 rebooking fee **plus** the difference in the price of ticket.
- Seating arrangements requiring additional fees must be approved by Budget Manager/Supervisor.
- SISD will pay for the first checked bag each way. Any additional baggage will be the responsibility of the staff member traveling
- Hotel reservation confirmations will be emailed to the staff member and requestor. Verify and confirm dates are correct. Review hotel policies regarding cancellation fees.
- Hotels require a personal credit card upon check in for incidentals.
- Travel plans should be initiated 30 days in advance of trip to allow for better rates and schedules.
- Hotel reservations for conferences and workshops should be reserved at time registration information becomes available in order to get the conference room rate. District credit card will be used to guarantee the room only. **Staff members are responsible for full payment at check out.**

### **Group Travel**

Groups with over ten travelers may make air, hotel, and ground transportation arrangements through the District's contracted vendors for Group Travel. Please refer to the District's *Contract Reporter* system to identify the authorized vendors for Group Travel and their respective contact information. *Contract Reporter* is located on the Spring ISD website under Departments; Procurement Services; Purchasing and Contracts; Contract Reporter (lower right side).

### **Help /Training**

Call X6472 or email Travel Coordinator ([kayw@springisd.org](mailto:kayw@springisd.org)) with specific questions and/or requests. Please telephone instead of emailing when requesting last minute flight information.