

SISD District Travel Procedures

Travel Advance/Trip Authorization for Trip (submit 2 weeks prior to trip)

1. Fill out Professional Trip Authorization and Expense Report form.
 - Get appropriate signatures (Area Supt. for campuses/Assoc. & Asst. Supt. for administration and support departments).
 - Attach copy of Brochure/Travel Itinerary and submit to the Finance Office.
2. Send completed Travel Request Form to the Travel Coordinator in Procurement Services, along with a copy of the Brochure/Travel Itinerary to request air, hotel and/or rental car.

Air Travel Standard- per Policy DEE (Regulation)

Transportation to an event will be based on a 150-air mile standard. All trips within 150 miles of the Gordon M. Anderson Leadership Center will be by automobile, and all trips over 150 miles will be by air, unless the staff member and assistant/associate superintendent, executive director, or athletic director determines that a special exception exists.

Airline Procedures

- Request form requires traveler's name as shown on photo ID and a cell phone or personal contact number for the airlines.
- Need drivers license in "good standing" to present for identification.
- If traveler missed flight, you are at the mercy of the airline.
- If flight is cancelled by airline, they should arrange alternate flight.
- Be prepared to pay for airport parking (obtain receipt for reimbursement).
- SISD will pay one checked bag.
- Seating requiring additional fees must be approved by Budget Manager/Supervisor

Rental Car Procedures

1. At time of pickup:
 - Need drivers license in "good standing".
 - Major credit card required to make payment at airport pickup locations.
 - Proof of Insurance. **DO NOT SIGN FOR ADDITIONAL INSURANCE.** SISD carries auto insurance.
 - Vehicle type may not be changed from original reservation without prior approval from supervisor and/or budget manager.
2. At time of return:
 - Fill up with gas **before** car is returned. District will not reimburse for extra charges.
 - Payment for rental **MUST** be paid for by staff member using a major credit card.

Hotel Procedures

- If convention bureau was used for reservation, indicate **NO** by Hotel, on Travel Request Form. (Provide Airline information, if applicable).
- Staff member is responsible for payment. If necessary, fill out Expense Report 2 weeks in advance of trip to obtain money for trip **OR** have a major credit card available.
- Hotels require a personal credit card upon check in for incidentals.
- Obtain an **itemized** statement of hotel charges at time of checkout for reimbursement.
- In Texas, present the Hotel Tax Exemption form to avoid paying State taxes. The District will not reimburse State sales tax.

Reimbursements (after the trip)

- List all expenses with ORIGINAL receipts on the Expense Report and submit to the Finance Department within 2 weeks of your return.
- If you did not fill out the Expense Report form in advance of your trip, attach a copy of the brochure and/or the conference agenda for proof of attendance.