Spring Independent School District

Travel Reservations Request Form - User Guide

Single Person Reservation
Group Reservation
Budget Unit and Account Code (Secretary Only)
How to approve the Form
Spring ISD employees can request travel reservations by following the steps below, the Laserfiche process routes the form automatically to the corresponding approvers.

**Admin staff members.**

Click this link [https://forms.springisd.org/forms](https://forms.springisd.org/forms) and enter your Laserfiche credentials.

*Example of credentials:*

*username: springisd\jsmith (that’s a backslash \, the key above the Enter key)*

*password: (same as your network password)*

Click the **Start** button
Teachers and other staff members.
Click here or go to the SISD portal (my.springisd.org) Employee folder > Financial Services >

Click the link to the Travel Reservations Request Form
How to Submit a Travel Reservations Request Form

Single Person Reservation

Spring Independent School District
Travel Reservations Form | Desk e-mail: travel@springisd.org

1. Type of Reservation *
   - Single Person

2. Are you submitting this form on behalf of someone else? *
   - Yes

3. Flight-Hotel-Car *
   - Flight
   - Hotel
   - Car

4. EVENT INFORMATION
   - Event Date: 2/20/2023
   - Time: 00:00 AM
   - City: Dallas
   - State: TX
   - Name of Event: TUSITAASD
   - Link to the Event Information (URL): www.tusa tstb.org/conference

5. TRAVELING EMPLOYEE (SINGLE RESERVATION)
   - Employee ID: 123456
   - First Name: Gerardo
   - Last Name: Rochin
   - Job Title: Admin Procurement
   - Position: Manager, Records
   - Birthdate: 12/31/1982
   - Cell Phone Number: 214-555-1234
   - Gender: Male
   - Employee Email: gerardor@springisd.org

6. DEPARTMENT APPROVAL ROUTING
   - Supervisor: Philip Elison
   - Secretary Name: Rosa Martinez
   - Dept Head Name: Philip Elison

7. FLIGHT (DESTINATION)
   - Flight Date: 2/20/2023
   - Departing City: Houston
   - Destination City & State: Dallas Fort Worth, TX
   - Earliest Departure Time: 02:00 PM
   - Desired Arrival Time: 06:00 PM

8. FLIGHT (RETURN)
   - Flight Date: 2/23/2023
   - Departing City: Dallas Fort Worth
   - Destination City & State: Houston, TX
   - Earliest Departure Time: 01:00 PM
   - Desired Arrival Time: 05:00 PM

9. HOTEL RESERVATION
   - Room Reservations will be Guaranteed Only. Staff members must pay for this room.
   - Number of Rooms Needed *
   - Code: TUSITAASD
   - Date In: 2/20/2023
   - Date Out: 2/23/2023
   - City: Dallas
   - City: Crowne Plaza Dallas
   - Hotel Preference: Crowne Plaza Dallas
   - Hotel Telephone #: 214-742-5678

10. CAR RENTAL RESERVATION
    - SISD covers auto insurance, do not sign for additional insurance coverage when renting the car.
    - Payment for rental must be paid for by staff member at time of vehicle drop off.
    - Driver must have valid driver's license and major credit card.
    - Number of People *
    - Type of Vehicle *
      - Car
      - Van
      - Other
How to Submit a Travel Reservations Request Form

Fill out the form as indicated below.

1 **Type of Reservation.** - Select the Single Person radio button.

![Type of Reservation](image)

2 **Are you submitting this form on behalf of someone else?** Answer Yes or No.

3 **Flight-Hotel-Car.** - Check the corresponding box(es).

![Flight-Hotel-Car](image)

4 **EVENT INFORMATION.** - Enter the requested information.

![EVENT INFORMATION](image)

5 **TRAVELING EMPLOYEE (SINGLE RESERVATION).** - Enter the employee ID and press the Tab key, the fields of the first line are auto-populated. Enter the fields of the second line.

![TRAVELING EMPLOYEE (SINGLE RESERVATION)](image)

6 **DEPARTMENT APPROVAL ROUTING**

Click the Supervisor drop-down field and select the corresponding supervisor, the following fields are auto-populated.

![DEPARTMENT APPROVAL ROUTING](image)

7 **FLIGHT (DESTINATION).**

![FLIGHT (DESTINATION)](image)
8 FLIGHT (RETURN). Enter the requested information.

9 HOTEL RESERVATION. Enter the requested information.

10 CAR RENTAL RESERVATION. Enter the requested information.

11 SUBMIT THE FORM. Click the Submit button

12 Upon submission you will receive an acknowledgement email notification. A second email will be sent with the reservation(s) information once complete.
How to Submit a Travel Reservations Request Form

Group Reservation

1. Type of Reservation
   - Single Person
   - Group

2. Flight Mode/Car
   - Flight
   - Car

3. Event Information
   - Event Date
   - Time
   - City
   - State
   - Name of Event
   - Link to Event Information (URL)

4. Budget and Approver Information
   - Budget Unit
   - Account Code
   - Budget Approver

5. Group Reservation
   - First Name
   - Last Name
   - Campus/Department
   - Position
   - Gender
   - D.O.B.
   - Phone

6. Flight (Destination)
   - Flight Date
   - Departing City
   - Airport
   - Destination City & State
   - Arrival Time
   - Early Departure Time
   - Reserved Arrival Time
   - Seat Info

7. Flight (Return)
   - Flight Date
   - Departing City
   - Airport
   - Destination City & State
   - Arrival Time
   - Early Departure Time
   - Reserved Arrival Time
   - Seat Info

8. Hotel Reservation
   - Number of Rooms Needed
   - Check Dates
   - City
   - Hotel Preference
   - Hotel Telephone #

9. Car Rental Reservation
   - SIDC car rental insurance: company is not responsible for additional insurance coverage when renting the car
   - Payment for rental must be paid for by staff member or time of vehicle drop off
   - Driver must have valid driver’s license and major credit card

10. Submitter Information & Signature
    - Employee ID
    - Submitter First Name
    - Submitter Last Name
    - Submitter Dept/Campus
    - Submitter Position
    - Sign

*Airline tickets will be reserved in the name of the person(s) listed above. Tickets cannot be transferred to another person.
*All changes and cancellations must be submitted via the Change/Cancellation Form and signed by traveler, supervisor, and Cabinet. If approval is not granted by Cabinet, traveler is personally liable for all travel-related charges. Charges will increase the cost of the ticket by 20%

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How to Submit a Travel Reservations Request Form

Fill out the form as indicated below.

1. **Type of Reservation.** Select the Group radio button.

2. **Flight-Hotel-Car.** Check the corresponding box(es).

3. **EVENT INFORMATION.** Enter the requested information.

4. **BUDGET AND APPROVER INFORMATION.** Enter the budget unit, account code, select the budget approver from the drop-down list, and upload the signed Traveler and Supervisor Signatures Form (click the link in order to download the form).

5. **GROUP RESERVATION.**
   - Enter the employee ID and press the Tab key (the next four fields auto-populate), enter the other required information. Click Add Another Person to add more lines as needed.
   - Upload the signed Traveler and Supervisor Signatures Form (click the link to the form in order to download the form if needed).
6 **FLIGHT (DESTINATION).**

![FLIGHT (DESTINATION) Form]

- Enter the requested information.

7 **FLIGHT (RETURN).** Enter the requested information.

![FLIGHT (RETURN) Form]

8 **HOTEL RESERVATION.** Enter the requested information.

![HOTEL RESERVATION Form]

- Enter the requested information.

9 **CAR RENTAL RESERVATION.** Enter the requested information.

![CAR RENTAL RESERVATION Form]
10 SUBMITTER FORMATION.- Enter your employee ID and signature (the rest of the information is auto-populated)

![Submitter Information & Signature Table]

11 SUBMIT THE FORM.- Click the Submit button

![Instructions Image]

12 Upon submission you will receive an acknowledgement email notification. A second email will be sent with the reservation(s) information once complete.

![Submit Button and Save as Draft Button]
How to Submit a Travel Reservations Request Form

Budget Unit and Account Code (Secretary Only)

Department or school secretaries will receive an email notification upon submission of a single-person travel reservation form. Open the form by clicking the link in the email or go to your Laserfiche Inbox: (https://forms.springisd.org/forms)

Reminder: example of Laserfiche credentials: username: springisd\jsmith (that’s a backslash \, the key above the Enter key); password: (same as your network password)

Click the link in order to open the form.

Scroll down to the Secretary Only section, enter the budget unit and account code, click Submit.

The form will route to the department head or principal for approval, they will receive an email notification.
How to Submit a Travel Reservations Request Form

How to approve the Form

Approvers (department heads/supervisor and principals) of the Travel Reservations forms will be notified via email automatically by documents@sprinisd.org when their approval is required. The approval flow is in sequential order.

Click the link in the email in order to open the form.

- **SUBJECT:** APPROVAL REQUIRED Travel Reservations, for ROCHIN, by GERARDO ROCHIN,
- **Instance ID:** 307573
- **documents@sprinisd.org** to GERARDO

**THIS IS AN AUTOMATED EMAIL - PLEASE DO NOT REPLY**
- click the link below
- scroll down
- click the Approve or Reject button

Reminder:
Your User/Email username includes springisd (back slash). Example:
Username: springisd\username
Password: (same your network/email password)

Regards.

Click here to open this task in Forms.

If approved, the form will route to the travel specialist.

If denied, the submitter will receive an email notification informing her/him about denial and the process will terminate.