



STAFF TRAVEL CHECKLIST
YOUR TRAVEL CONTACT: KRISTI RUSSELL EXT. 96094

1. BEFORE THE TRIP

- TRAVELER** contacts the hotel directly to make reservations – **NO** third-party vendors allowed (Hotels.com, Expedia, Travelocity, etc.).
 Out of state travel must be approved by supervising Executive Council member via email and included with the requisition request.
 Overnight room rates should be at/below GSA rate for the city/state where hotel is located – <https://www.gsa.gov/travel/plan-book/per-diem-rates> .
 Travelling staff from MISD can share rooms to meet this requirement as each individual traveler is allotted the GSA rate. *Executive Council approval via email is required to exceed GSA room rates.*
If hotel rates exceed the allotted amount from the budget code owner who is funding travel, or traveler is sharing a room with staff from another District, traveler must use personal form of payment during travel and submit allowable expenses for reimbursement AFTER travel has concluded – NO EXCEPTIONS
 Traveler will use personal credit card to hold the room reservation if no deposit is required. If a deposit is required, call the Travel Contact listed above.
 Does the hotel charge for parking? If yes, daily rate _____ **No valet parking unless there is no other option.**
 Does the hotel require a credit card authorization form when using a district travel card? If yes, email form to Travel Contact listed above.
 Rental car required _____ Y _____ N If required, see Travel Section of Purchasing SharePoint for instructions
 Airfare required _____ Y _____ N If required, see Travel Section of Purchasing SharePoint for instructions

Name of Traveler: _____

Reason for Travel: _____

Dates of travel: _____

Budget code for travel: _____

WHEN COMPLETE, SUBMIT 1) TRAVEL CHECKLIST, 2) HOTEL/RENTAL CAR/AIRFARE CONFIRMATION(S), 3) COPY OF GSA RATE FOR HOTEL LOCATION, 4) CREDIT CARD AUTHORIZATION FORM IF REQUIRED, AND 5) ANY REQUIRED APPROVAL EMAILS TO YOUR SECRETARY/BOOKKEEPER AND REQUEST PURCHASE ORDER(S) AT LEAST 15 DAYS PRIOR TO TRAVEL.

ONCE COMPLETED, EMAIL APPROVED TRAVEL PO'S TO MISDPURCHASING@MISDMAIL.ORG TO REQUEST TRAVEL CARD CHECKOUT AT LEAST 10 DAYS PRIOR TO TRAVEL. EMAIL SUBJECT LINE SHOULD STATE "TRAVEL CARD RESERVATION" TO AVOID DELAYS.

- Confirm that you have received an email from the Travel Contact stating that the travel credit card packet is ready to be picked up. If an authorization form is used and the hotel does not require the card presented at check-in, you will receive an email stating this change.

2. DURING THE TRIP

- Travelers are responsible for checking in at the front desk and presenting the Hotel Occupancy Tax Exemption form if in Texas. Out of state trips are not tax exempt and the District pays all hotel taxes/fees.
- Travelers are responsible for checking out at the front desk to ensure the bill is correct (i.e., no state taxes within Texas, no personal charges, etc.). **No under the door receipts will be accepted.** Final bill must show payment with the district travel card and a zero balance.
- Travelers are responsible for following **ALL** travel guidelines included in the district travel card packet issued at checkout. Travelers not following this guidance will be financially liable for any non-approved purchases with the card.

3. AFTER THE TRIP

- The travel card packet and hotel receipt **MUST** be returned to Purchasing within 3 business days after travel has concluded.
- If hotel charges do not match the PO or if there are unapproved charges on the bill, the receipt will not be accepted by Purchasing. Traveler must contact the hotel directly to correct the charges and/or have the unapproved charges removed. Billing errors and unapproved charges not removed from the hotel bill are the financial responsibility of the traveler and the district must be reimbursed.