



STAFF TRAVEL - SECRETARY/BOOKKEEPER CHECKLIST
YOUR TRAVEL CONTACT: KRISTI RUSSELL EXT. 96094

1. BEFORE THE TRIP

TRAVELER makes initial reservations for hotel, rental car, and airfare per instructions in the Purchasing Hub. Traveler will then provide Secretary/Bookkeeper with completed Staff or Student Travel Checklist, reservation backup (hotel/rental car/airfare confirmations/GSA rate) and/or meal money worksheet with Skyward rosters to enter requisition(s) at least 15 days prior to travel.

SECRETARY/BOOKKEEPER will enter required requisitions. If staff from more than one campus/department is traveling, please choose one campus to handle arrangements and requisition entry. The partnering campus/department should provide the correct, fully funded budget code to the secretary/bookkeeper who is entering the requisition. **Every individual hotel confirmation requires a separate requisition and a separate travel card.**

For hotel (**TRAVEL/HOTEL (CITIBANK) – (TRAVEL/H000)**)

- 1) Enter a BLANKET requisition YMA format for single campus/department travel or a BLANKET requisition YDA format if splitting cost with another campus/department.
- 2) Enter a single line item description for the hotel stay (Example – *4-night hotel stay with parking*). For the dollar amount, use the total amount shown on the reservation confirmation plus hotel parking charges if applicable.
- 3) Enter a narrative at the bottom using the following format:

Traveler will provide hotel with state occupancy tax exemption form
Hotel Name:
Confirmation #:
Traveler Name(s):
Travel Dates:
Reason for Travel:

ATTACH ALL BACKUP TO THE REQUISITION – 1) TRAVEL CHECKLIST, 2) HOTEL CONFIRMATION, 3) GSA RATE, 4) CREDIT CARD AUTHORIZATION FORM IF REQUIRED, AND 5) ANY REQUIRED EMAIL APPROVALS. EMAIL APPROVED PO TO TRAVELER AND DISTRICT TRAVEL CONTACT FOR TRAVEL CARD RESERVATION.

For rental car (**ENTERPRISE LEASING – TEXAS (ENTERPRI003)**) enter a BLANKET requisition YMA format for single campus/department travel or a BLANKET requisition YDA format if splitting cost with another campus/department. MISD is exempt from all taxes if rental is within the state of Texas, so use the rental total excluding tax for the cost. If renting out of state, all taxes and fees are applicable.

Enter a narrative at the bottom using the following format:
Traveler Name(s):
Travel Dates:
Reason for Travel:

ATTACH ALL BACKUP TO THE REQUISITION – 1) STAFF TRAVEL CHECKLIST, 2) RENTAL CAR CHARGES (SCREEN SHOT). EMAIL APPROVED PO TO TRAVELER WHO WILL NEED TO FINALIZE ENTERPRISE RESERVATION ONLINE WITH PO NUMBER.

For airfare (**ARTA TRAVEL – ARTA TRA000**) enter a BLANKET requisition YMA format for single campus/department travel or a BLANKET requisition YDA format if splitting cost with another campus/department. ARTA airfare quotes expire after 24 hours so requisitions must be entered ASAP.

Enter a narrative at the bottom using the following format:
Traveler Name(s):
Travel Dates:
Reason for Travel:

ATTACH ALL BACKUP TO THE REQUISITION – 1) STAFF TRAVEL CHECKLIST, 2) ARTA AIRFARE QUOTE. EMAIL APPROVED PO TO TRAVELER WHO WILL NEED TO FINALIZE AIRFARE WITH ARTA TRAVEL WITH PO NUMBER.

SECRETARY/BOOKKEEPER will confirm that the traveler has received an email from the District Travel Contact stating that the travel credit card packet is ready to be picked up. Receive on any ARTA Travel or Enterprise Rent-A-Car purchase orders in Skyward.