



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

1. BEFORE THE TRIP

- SPONSOR** makes initial reservations for hotel, rental car, and airfare. Sponsor will then provide Secretary/Bookkeeper with completed Student Travel Checklist, all reservation confirmations and/or meal money worksheet, Skyward rosters, hotel rooming list and any required approval emails needed to enter requisition(s) at least 15 days prior to travel.
- SECRETARY/BOOKKEEPER** will enter required requisitions.
- For hotel reservations made through ARTA Travel (**ARTA TRAVEL – ARTA TRA000**) enter a requisition YMA format with a line item for \$10.00 reservation fee.

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

ATTACH ALL BACKUP TO THE REQUISITION – 1) STUDENT TRAVEL CHECKLIST, 2) ARTA EMAIL WITH FEE CHARGE. EMAIL APPROVED PO TO SPONSOR AND DISTRICT TRAVEL CONTACT FOR TRAVEL CARD RESERVATION.
- For all other hotel (**TRAVEL/HOTEL (CITIBANK) – (TRAVEL/H000)**) enter a BLANKET requisition YMA format for single campus/department travel or a BLANKET requisition YDA format if splitting cost with another campus/department. ***Every individual hotel confirmation requires a separate requisition and a separate travel card.*** Enter a single line item description for the hotel stay (Example – 4-night stay with parking). For the dollar amount, use the total amount shown on the reservation confirmation plus hotel parking charges if applicable. Enter a narrative at the bottom per the following:

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

ATTACH ALL BACKUP TO THE REQUISITION – 1) TRAVEL CHECKLIST, 2) HOTEL CONFIRMATION, 3) CREDIT CARD AUTHORIZATION FORM IF REQUIRED, 4) SKYWARD STUDENT ROSTERS, 5) HOTEL ROOMING LIST, AND 6) ANY REQUIRED EMAIL APPROVALS. EMAIL APPROVED PO TO SPONSOR AND DISTRICT TRAVEL CONTACT FOR TRAVEL CARD RESERVATION.
- For student meal money (**TRAVEL/MEALS (CITIBANK) – (TRAVEL/M000)**) enter a BLANKET requisition YMA format for each campus student group. Enter separate line items for # of student meals and # of staff meals. ***Student groups from different campuses will require separate PO's and separate travel cards for student meal money.***

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

ATTACH ALL BACKUP TO THE REQUISITION – 1) STUDENT TRAVEL CHECKLIST, 2) MEAL MONEY WORKSHEET. EMAIL APPROVED PO TO SPONSOR 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 of all taxes if rental is within the state of Texas. 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 SPONSOR WHO WILL NEED PO NUMBER TO FINALIZE ENTERPRISE RESERVATION ONLINE.
- 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 SPONSOR WHO WILL NEED TO PO NUMBER TO FINALIZE AIRFARE WITH ARTA TRAVEL.
- SECRETARY/BOOKKEEPER** will confirm that the Sponsor has received an email from the District Travel Contact stating that the travel credit card packet is ready for pickup. Receive on any ARTA Travel or Enterprise Rent-A-Car purchase orders in Skyward.