



STUDENT TRAVEL CHECKLIST - SPONSOR
YOUR TRAVEL CONTACT: KRISTI RUSSELL EXT. 96094

1. BEFORE THE TRIP

HOTEL:

SPONSOR can make reservation with either personal credit card or contact Arta Travel (Ann Dennis) to make group reservations (\$10 fee assessed). Skyward student rosters and a hotel rooming list accounting for all students, teachers, and chaperones **ARE REQUIRED**.

After reservations are confirmed, call the hotel's front desk **DIRECTLY** and ask about guest parking:

Self-Parking: Daily Rate: \$ _____ Valet Only Option: Daily Rate \$ _____ Overnight Bus Parking: \$ _____

Does hotel require a credit card authorization form when using a District travel card ____ Y ____ N

MEALS:

SPONSOR completes Meal Money Worksheet from MISD Travel Manual and create Skyward roster for all students/staff traveling.

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 Sponsor: _____

Reason for travel: _____

Dates of travel: _____

Budget code for travel: _____

WHEN COMPLETE, SUBMIT 1) TRAVEL CHECKLIST, 2) HOTEL/RENTAL CAR/AIRFARE CONFIRMATION(S), 3) CREDIT CARD AUTHORIZATION FORM IF REQUIRED, 4) SKYWARD STUDENT ROSTERS, 5) HOTEL ROOMING LIST, AND 6) 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

- Sponsors 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.
- Sponsors 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.
- Sponsors are responsible for retaining **ALL** student/staff meal money ITEMIZED receipts that show any gratuity paid. Sponsors should provide a State Sales Tax Exemption form if the restaurant will accept the form. Receipts that are not itemized will not be accepted by Purchasing. Students must sign meal money roster indicating they received meals during the trip.
- Sponsors are responsible for following **ALL** travel guidelines included in the district travel card packet issued at checkout. Sponsors not following this guidance will be financially liable for any non-approved purchases with the card.

3. AFTER THE TRIP

- The travel card packet, hotel and/or meal receipts **MUST** to be returned to Purchasing within 3 business days after travel has concluded.
- Non-itemized meal receipts will not be accepted. Sponsor must contact the restaurant to obtain an itemized receipt or the charges will be the financial responsibility of the sponsor.
- 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. Sponsor 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 sponsor and the district must be reimbursed.