Student Travel Checklist - Sponsor

TRAVEL CONTACT: TONI CHADWICK EXT: 90691

Before the trip

☐ Hotel:

Sponsor can make reservation with either personal credit card or contact Arta Travel (Sandy Barto) to make group reservations ($10 fee assessed). 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

*DO NOT CONTACT THE HOTEL TO ASK FOR CREDIT CARD AUTHORIZATION.*

☐ Meals: Sponsor completes Meal Money Worksheet from MISD Travel Manual and create student rosters 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 BY HOTEL, 4) 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.

☐ Reserve Travel Card

Once PO has been approved you will Log into Classlink and set up a ticket with Technology Helpdesk - IncidentIQ to reserve your travel card. Once the card has reserved you will receive an email from IncidentIQ telling you that your card is ready for pick up.

https://misd.incidentiq.com/agent/tickets/new#top

*Select* 1) Other Requests 2) Business Services 3) Travel Card Checkout - Then complete the ticket with the information from your approved PO. Once the card is reserved and ready for pick up you will receive an email from IncidentIQ informing you that you can then pick up your travel card.

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.

☐ 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.

After the trip

☐ The travel card packet, hotel and/or meal receipts MUST 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.

07/17/2023