

Central Consolidated Schools

Travel Procedure When Traveling with Students

(effective 8/1/2013)(revised 8/1/2014)

Note: When traveling with students, purchasing card may be used for airfare, hotel room, reasonable meal costs and reasonable transportation costs in destination city.

1. Receive notification of competition or conference for students
2. Discuss possible attendance with principal or department director
3. Prepare and submit request to travel with students for Board approval at upcoming board meeting
4. Schedule attendance by:
 - a. Completing district Travel Request Form—part A and estimate for part C
 - a. Attaching notification of conference/competition and Board-approved travel request
 - b. Obtaining principal or director approval (Principal/director must secure Superintendent's agreement as to the need for travel.) (Note: if using program funds, program manager approval must also be obtained.)
5. Program manager, principal or director completes Group Travel Form and identifies the person who will be the lead at the competition or conference.
6. Secretary charged with organizing travel arrangements (usually the school or program secretary) obtains birthdates and exact spelling of travelers' names as appearing on government-issued ID for airline bookings. (Note: for students, obtain parental permission to travel with student along with copy of birth certificate. Student must bring school-issued student identification card with picture in order to travel.)
7. Secretary obtains best pricing for hotel, airfare and rental car (if necessary) and makes reservations for the group using school or department purchasing card
8. Create requisitions for registration, airfare, hotel and rental car or other local travel resource using quoted rates and finalizes securing airline tickets and hotel rooms. (Note: if a rental car/shuttle/bus is necessary and is to be driven by district personnel, the lead person will be the designated driver and will secure vehicle upon arrival at destination. Registration P.O. is to the vendor directly, not on a purchasing card. (See Setting up a new Vendor procedure).
9. Create separate requisition for each employee/chaperone for reimbursement of allowable incidentals.

10. Three days prior to student trip, financial secretary checks purchasing card balance to ensure card has sufficient fund availability for trip and requests temporary increase (from Purchasing Specialist), if necessary.
11. Three days prior to departure, lead/designated individual obtains the purchasing card from principal/director/financial secretary.
12. Secretary completes BOA Travel Notification Form, scans and e-mails to Purchasing Specialist so that Bank of America can be advised of upcoming out-of-state travel.
13. Upon completion of trip, traveler completes Travel Request Form and Purchasing Card Travel Voucher (on First Class).
14. Attaches copies of P.O. and all receipts to Travel Request Form.
15. Obtains supervisor signature authorizing payment.
16. Delivers all documentation to Accounts Payable.
17. Accounts Payable will process for reimbursement according to regulations stipulated on reverse side of Travel Request Form.
18. As related charges appear on BOA invoice, secretary obtains signed copy of Purchasing Card Travel Voucher from traveler (note: charges may appear over the course of several months and the Travel Voucher form must be submitted with an original signature for each month's BOA invoice. (See Purchasing Card Travel Voucher procedure.)