TRAVEL REQUEST INSTRUCTIONS

1 Employee receives verbal/written authorization for travel from supervisor.

2 Employee will gather relevant documentation for the trip (event details, hotel information, etc.) and save copies electronically.

3 Employee will complete relevant interactive travel form, located on the Purchasing website

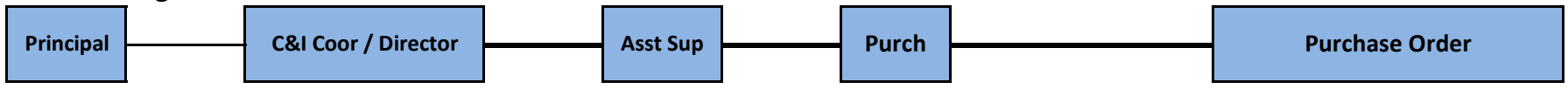
4 Employee will send email to budget secretary and attach completed travel request form AND pertinent registration paperwork (conference flyer/brochure, hotel confirmation, rental car quote, charter bus quote, etc.) for future requisition entry.

*** A Travel Request must be entered even if $0 requested or if paid from Activity Funds.**

5 Budget secretary will enter a requisition based on the emailed information provided by the employee using the appropriate **TRAVEL DEPT CODE** based on the originator's information (i.e. XXXTRAV_xxx) and listing the **CISD employee as the Vendor.**
The $ amount will match the CASH ADVANCE REQUESTED on the Travel Form.
Type TRAVEL APPROVAL or FIELD TRIP APPROVAL in comments line.
Use **Commodity #850-005** Travel Approval.
Description: Who, what, when, where (ex: John Doe to TASBO 3-1-16 & 3-2-16 in San Antonio)
Emp Travels: Attach travel form and one-page document (description of event) to requisition.
Student Travels: Attach travel form, one-page document (description, schedule), and student list to the requisition.

	TRAVEL DEPT CODES (see key below)
1	TRAV_ATH
2	TRAV_SPED
3	TRAV_MATH
4	TRAV_BI_ESL
5	TRAV_LA
6	TRAV_LIB
7	TRAV_SS
8	TRAV_GEN
9	TRAV_CTE
10	TRAV_CO_NR
11	TRAV_COUN
12	TRAV_SCI
13	TRAV_FED
14	TRAV_GT_EC
15	TRAV_FA

6 The requisition will be routed to the appropriate approval levels based on the DEPT CODE entered. This routing will be similar to the chart below:



7 Once the requisition has been approved and converted to a PO, the new PO# will be used as your reference for any additional requisitions for this travel (conference registration, hotel , travel, etc.). Enter the travel PO# on the comments line.

8 Budget secretary will enter a requisition for conference registration to appropriate vendor.
Use your regular Dept Code (ex: 001) - not the TRAV_XXX. Enter **Travel PO#XXX** on 1st line of the comments line.
If you have more than 1 travel PO#, list all additional PO #'s in the Notes section of the requisition.
Attach required backup (conference confirmation only) to the requisition and submit for approval.

9 Repeat step 8 for other items on the Travel Request (i.e.. hotel, transportation, etc.) Use your regular Dept Code.

***The TRAV_XXX DEPT CODE is only for the travel requisition for travel approval with a CISD Employee as vendor.**

10 A Travel Recap Form (interactive) will be completed by employee to recap the trip.
This form will need to be printed with original receipts attached, signed by the employee and supervisor, his/her supervisor and sent to Accounts Payable for processing.

TRAVEL DEPT CODE KEY:

1	ALL ATHLETIC-RELATED INCLUDING NATATORIUM & PE (STERCHY)	9	ALL CTE INCLUDING FFA AND CHILD CARE.
2	ALL SPECIAL ED INCLUDING STUDENT SUPPORT SERVICES	10	ALL COMMUNITY OUTREACH AND HEALTH RELATED (NURSES)
3	ALL MATH RELATED TRAVEL	11	ALL COUNSELOR RELATED TRAVEL
4	ALL BILINGUAL/ESL RELATED TRAVEL	12	ALL SCIENCE INCLUDING ROBOTICS AND SCIENCE FAIR TRAVEL
5	ALL LANGUAGE ARTS INCLUDING DEBATE/SPEECH, OTHER LANGUAGES, AND UIL ACADEMICS.	13	ALL FEDERALLY FUNDED PROGRAMS
6	ALL LIBRARIAN RELATED ITEMS	14	ALL GIFTED & TALENTED INCLUDING EARLY CHILDHOOD AND DESTINATION IMAGINATION.
7	ALL SOCIAL STUDIES INCLUDING JROTC, STUDENT COUNCIL, TEEN LEADERSHIP, AND JR ACHIEVEMENT.	15	ALL FINE ARTS TRAVEL INCLUDING DRILL TEAM, DANCE AND COLOR GUARD/WINTER GUARD.
8	CAMPUS LEVEL TRAVEL USING CAMPUS BUDGET FUNDS & FIELD TRIPS		