

TRAVEL GUIDELINES

Reservations –

Before any reservation can be completed or the ticket issued, two forms must be completed and signed. These 2 forms are the **Flight Reservation and Authorization Form** and the **Conference Travel Expense/Allowance Authorization**. Both of these forms, along with these Travel Guidelines, can be found on the Purchasing Department website – http://purchasing.jordandistrict.org/purchasing/main_page.cfm - then click on **Travel**. You may also access this website from www.jordandistrict.org. Go to **Departments, Purchasing**, and click on the link to the website.

You must print your name on the forms as it appears on your driver's license. The **Conference Travel Expense** form will ask for an estimate on airfare, hotel, and airport transfers. Please call Lisa Roybal-Yeates, travel buyer for Jordan School District in the Purchasing Department at 567-8711 for an estimate. She can hold a reservation for you at that time; however, the airfare is **not** guaranteed until the ticket is issued. The travel buyer may also assist you with payment of conference registration (with district credit card), as well as hotel payment if you prefer. Once both forms are completed, please submit them to the appropriate authority for signatures. After you have the final signature of the Superintendent, please fax a copy of both forms to Lisa at 567-8725. Please call Lisa at 567-8711 after you fax your forms and confirm the flights that you want. Most flights are non-refundable and change penalties apply once ticket is issued. Also at this time, please provide Lisa with any frequent flyer numbers you may have and your seat preference (i.e. aisle, window).

These tickets may be charged to the District travel credit card, along with hotel charges, and any other "Pre-paid" services you request. When the charge appears on the statement, you will be sent an invoice. Please refer to the **Payment Instructions** section for further information.

When our reservation is finalized and the ticket is issued, you will receive an email with your electronic ticket reservation. Your reservation is not completed and you will not be able to travel until you receive the email with a ticket number. Please print a copy and bring it with you to the airport along with your photo I.D.

If you would like to bring a guest with you, Lisa can also make that reservation. Please be prepared to provide a personal credit card when you make the reservation.

STUDENT OVERNIGHT TRAVEL GUIDELINES

The **Student Overnight Travel Request – AA414** form must be filled out and signed by the advisor, Principal, Area Executive Director and President of the Board of Education. Please have this form submitted to the Board of Education **at least** 45 days prior to the requested travel dates.

No reservations can be finalized until the trip has been approved by the Board of Education. You may find the **Student Overnight Travel Request** form on the Purchasing Department website –

http://purchasing.jordandistrict.org/purchasing/main_page.cfm - then click on **Travel**.

Please call Lisa Roybal, travel buyer for Jordan School District in the Purchasing Department at 567-8711. She will work with you to find the lowest airfare/bus/hotels/car rentals or whatever you need. If you decide to book your travel on your own or through another travel agent, you must submit **three quotes** to Lisa from three different travel agencies, along with the travel arrangements you would like to finalize. Please fax these quotes to 567-8725.

For every overnight student trip taken outside the state, each student is required to have supplemental travel insurance. Adults may purchase the insurance as well. Lisa can also arrange this for you. You will need to submit a list with each student's name to her by email (lisa.roybal@jordan.k12.ut.us) or fax to 567-8725 at least one week prior to travel. As of January 1, 2010, the rates are \$6.75/student for a 0-5 day trip, \$13.50 for a 6-10 days trip.

For in-state trips, the insurance is highly recommended but optional. The same is the case for any UHSSA sanctioned trips. Please be aware that the UHSSA insurance is a secondary insurance with catastrophic coverage and a \$25,000 deductible - it pays only after all other insurance is paid.

PAYMENT INSTRUCTIONS

After travel arrangements are made, anything that is paid for with the District credit card goes through the Purchasing Department. When the travel charge comes through on the credit card statement, an invoice will be sent to the school/department through the head secretary or other person responsible for payment.

For district-paid travel charged to the credit card – The school/department will be contacted by the Purchasing Department to get the budget number that will be charged to pay for the trip. The vendor is American Express. Please return NPO **with two signatures** and a copy of the Travel Invoice to Margaret Sall in Purchasing.

For school-sponsored travel charged to the credit card – Every effort will be made to consolidate all charges for a school trip onto one invoice. The exceptions will be determined by the payment due date for the credit card. School checks should be made payable to Jordan School District and returned to Margaret Sall in Purchasing with a copy of the Travel Invoice.

The District requires you to reimburse within 48 hours of receiving the invoice.

All payments must be sent to the Purchasing Department, NOT to Accounting, and any questions about travel or travel payments will go through Purchasing as well.