

## **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](http://purchasing.jordandistrict.org/purchasing/main_page.cfm) - then click on **Travel**. You may also access this website from [www.jordandistrict.org](http://www.jordandistrict.org). Go to **Departments, Purchasing**, and click on the link to the website.

Please print your name exactly as it appears on your driver's license. The **Conference Travel Expense** form will ask for an estimate on airfare. Please call Lisa Roybal-Yeates, Travel Buyer for the Jordan School District (801-567-8711), or Cindy Austin, Travel Buyer for the Canyons School District (801-567-8714) in the Purchasing Department for an estimate. They can hold a reservation for 24 hours at that time; however, the airfare is *not* guaranteed until the ticket is issued. 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 567-8725. Please call Lisa (801-567-8711) or Cindy (801-567-8714) after you fax your forms and confirm the flights that you want. Most flights are non-refundable and change penalties apply once they are issued. Also at this time, please provide the Travel Buyer with any frequent flyer numbers you may have and your seat preference (i.e. aisle, window).

These tickets may be charge to the District travel credit card. 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, the Travel Buyer 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 b the Board of Education. You may find the **Student Overnight Preliminary Travel Proposal** form on the Purchasing Department website – [http://purchasing.jordandistrict.org/purchasing/main\\_page.cfm](http://purchasing.jordandistrict.org/purchasing/main_page.cfm) - mouse over **Travel** then click on **Student Overnight Preliminary Travel Proposal**.

Please call Lisa Roybal-Yeates, Travel Buyer for Jordan School District (801-567-8711) or Cindy Austin, Travel Buyer for Canyons School District (801-567-8714) in the Purchasing Department. They 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 the Travel Buyer 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. The Travel Buyer 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](mailto:lisa.roybal@jordan.k12.ut.us) or [cindy.austin@jordan.k12.ut.us](mailto:cindy.austin@jordan.k12.ut.us)) or fax to 567-8725 at least one week prior to travel. As of January 1, 2006, the rates are \$6.75/student for a 0-5 day trip and \$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 will be either American Express or Commercial Card Services, depending on what we purchased for the individual or group. That information will be listed on the Travel Invoice that is sent to the school or department. 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.