

## South Whidbey School District #206 Conference Travel Request Form

Below are examples of how air travel, conference and hotel reservations can be handled. Please note that conference hotel rooms book quickly and airfare changes daily. We need to process the purchase order too. So the sooner the better.

1. **Airfare** can be paid by personal credit card and reimbursed via expense claim. Expense Claim form can be turned in for airfare as soon as you have a receipt **OR** Kristy Macarro at the District Office can make the reservations with our district account. You will need to coordinate with her regarding the flights you want.
2. **Hotel reservations** – if they take a purchase order, give Kristy all the necessary information and a purchase order will be faxed to them. If they don't take purchase orders, they will want a credit card number to hold the reservation. Most hotels do not post any charges until you arrive. You can use your personal credit card to hold the reservation and pay for the hotel at checkout and be reimbursed as stated below upon your return **OR** the district can make the reservation and give you the credit card before the trip as stated below to pay for the hotel. In most cases the district will pay for you to stay at the hotel where the conference is being held.
3. **Conference Reservations** – same as hotel reservations. If you can register on-line and then we fax them a purchase order, be sure and give Kristy all the registration information so the purchase order goes to the right person. Or we can use the district credit card. For Kristy to register for you, please provide all the necessary details below to make sure your registration is accurate.
4. **Food, airport shuttle, etc.** – These items can be paid using your personal credit card and will be reimbursed as levels shown on the "Travel Expense Reimbursement Form within 4 days of your turning in the expense form upon your return.
5. All purchases made with the district credit card must accompanied by receipts. After you conference, please bring back ALL receipts incurred (typically the hotel receipt).
6. Any charges you put on your personal credit card will be reimbursed (within the budgeted amount) after turning in your expense claims. A copy of the overnight "Travel Expense Reimbursement Form" is available and fillable on the SWSD Website under Staff Forms. For payment at the end of the month, the reimbursement form must be submitted to Accounts Payable by the 5<sup>th</sup> of that same month with all necessary signatures.
7. On these conferences, it is best to get your registration and hotel reservations made as soon as possible.

Please fill out the "Conference Travel Information" page below, attach all registration documents and send to Kristy Macarro, DO. Kristy can be reached via e-mail or at ext. 2245.

## Conference Travel Information

Date: \_\_\_\_\_ To: Kristina Macarro, District Office

FROM: \_\_\_\_\_

Name/Location of Conference:

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Please attach all registration and conference information documents including:

- 1) whether you have registered independently or not,
- 2) website and contact information,
- 3) details of workshops/meals/preconference you want to be registered for,
- 4) membership info for better pricing.

Date of travel: To Conference: \_\_\_\_\_

Return home: \_\_\_\_\_

Hotel: Check in date: \_\_\_\_\_

Check out date: \_\_\_\_\_

Air Travel: Airline Preference, Dates, Flights, Time limitations, Full Name matching ID

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 \_\_\_\_\_  
 \_\_\_\_\_

Please check appropriate areas below:

	Staff member will make and pay for reservations/ registration*	Request DO to make reservations/ registration	Organization will take purchase order	Will request district credit card
Air Travel				See #1 above
Hotel Reservations				
Conf Reservations				
Shuttle Reservations				

Comments (Please provide any other info)

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