

Ector County Independent School District

Operating Guidelines

TRAVEL PROCEDURES

P-CARD

1. To obtain a P-Card, go to the Purchasing Department's website; click on the [P-Card](#) dropdown.
2. Read the P-Card Policy. When in agreement with the P-Card Policy, print, complete, and sign the P-Card Applications Request form. Only turn in one application per applicant.
3. Return the P-Card Application Request form to Sylvia in the Purchasing Department.
4. You will be notified by email once your card has arrived. You will then be expected to pick up the card and submit a signed copy of the P-Card Policy to the P-Card Administrator.
5. P-Cards will have a \$1.00 balance and will not be loaded until the proper travel advancement form has been received by the Purchasing Department. The P-Card Administrator will load the card when all documentation have been submitted. Upon returning from your trip, P-Card available balances will be returned to \$1.00. If your trip has been extended, contact your Supervisor. The Supervisor must contact the Purchasing Department with any extended balance requests.

EMPLOYEE TRAVEL

Go to the Purchasing Department's website; click on [Travel](#). Click on the TRAVEL CHECKLIST document and print. Click on the ADVANCE TRAVEL FORM; print and complete form. List all travel related information, whether you are using a P-Card or asking for a check advancement. Complete the form as follows:

Complete top section entirely: You must include time and dates as requested.

Traveling by Plane:

You may contact [National Travel Systems Travel Agency](#) to may arrangements.

If using a P-Card:

- If you checked P-Card, when entering Requisition, **DO NOT INCLUDE THE AMOUNT IN THE REQUISITION. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card.** When using a P-Card, you may email your itinerary to Sylvia.Luna@ectorcountysd.org.
- Make sure the itinerary has a Supervisor's signature showing approval and list the account that the funds will be taken from.
- Sylvia will then load your P-Card and send you an email making you aware that your P-Card is ready for you to purchase your airfare. Please be sure to **PRINT A COPY OF YOUR RECEIPT** to turn it in with your **Travel Settlement form**.

If you are submitting a Requisition:

- Enter a Requisition to National Travel Systems. **National Travel Systems has a 24-hour deadline requirement from the day the PO is received in their office.**
- Contact National Travel Systems, give them the information, National Travel will then send you a quote, if you agree with the quote, you will advise National Travel to move forward by issuing an itinerary which will be emailed to both you and to Sylvia.Luna@ectorcountysd.org.
- If you have several people traveling together, you may do one requisition for the group. **Please list each person** flying and attach each individual itinerary to requisition. Once the requisition is approved and converted to a

PO, Sylvia will contact National Travel Systems to give them the PO number and move forward by issuing a ticket. **PLEASE DO NOT CONTACT NATIONAL TRAVEL WITH PO NUMBER.**

If employee is checked, which means employee is purchasing airfare, please remember that funds will not be reimbursed until you return from the trip and turn in a completed Travel Settlement form for the entire trip. The requisition must be approved by your supervisor. All requests must have a copy of the plane ticket information.

Lodging:

If you checked P-Card, when entering Requisition, DO NOT include in Requisition. DO NOT check P-Card if you do not have a P-Card. If employee is checked, you must enter a Requisition. All requests must have a copy of the hotel confirmation.

Meals Per Diem:

All requests must be submitted through the Requisition process unless traveling with students and you have a P-Card. Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and input the city and state to get the current amount allowed. Partial meals will be allocated according to the meals breakdown. This breakdown is located at the Travel Icon. DO NOT include incidentals for partial days and **DO NOT USE FIRST & LAST DAY OF TRAVEL**.

Mileage Reimbursements:

All requests must be submitted **with a copy** of your to and from destination using MapQuest or Google Maps. The dollar amount must be exact. DO NOT ROUND AMOUNT UP OR DOWN, use exact \$\$ amounts.

Registration Fee:

If you checked P-Card, when entering Requisition, DO NOT include this again in your Requisition. DO NOT check PCard if you do not have a P-Card. If using a P-Card, again, you may email Sylvia.Luna@ectorcountyisd.org a copy of the registration with your supervisor's signature and an account number. I will load your card and advise you by email so that you can move forward with the registration, BE SURE TO PRINT A COPY OF THE RECEIPT.

If purchase order or employee is checked, you must enter a Requisition. The Requisition must be approved by your supervisor. All requests must include a completed copy of the registration form.

Rental Car:

If you check P-Card, when entering the Requisition, DO NOT include this again in your Requisition. DO NOT CHECK P-Card IF YOU DO NOT HAVE A P-Card. If employee is checked, you must enter a Requisition. The Requisition must be approved by your supervisor. All requests must have a completed copy of the rental car agreement.

ATTACH/SCAN ALL SUPPORTING DOCUMENTS, sign and submit to your supervisor for signature. Supervisors will submit the travel advance form to Federal Programs for approval, if federal funds are used or, directly to the Purchasing department. Place travel advancement requests in the travel tray. The Purchasing Department will verify supporting documentation and approve Requisitions and load P-Card. Accounting will issue a check and attach a Travel Settlement Form along with the PO # and hotel tax exemption form.

After the trip, the employee must **complete the Travel Settlement Form within 10 days**. The Travel Settlement Form will be used for both Purchase Orders and P-Card transactions. ORIGINAL RECEIPTS MUST BE ATTACHED. RETURN ANY EXCESS travel FUNDS and the TRAVEL SETTLEMENT form to **NAN** in Accounting.

STUDENT GROUP TRAVEL

Go to the Purchasing Department's website; click on the [Travel](#) link. Click on Travel Checklist and print. Click on **Advance Travel Form-Student Groups**.

Print form & complete the form as follows:

Complete Top Section completely. You must include time and dates as requested. Attach list of students attending. Student Groups must use a P-Card for Plane, Lodging, and Meals. Registration or Entry Fees can be loaded on the P-Card if the vendor accepts credit cards. A Requisition must be completed otherwise and a Requisition number must be listed on the form. If there are any other exceptions in which a check is needed, you must include this total on the other estimated expenses and include a justification. It will be entered as a Requisition and the Requisition number must be included on the form. ATTACH/SCAN ALL SUPPORTING DOCUMENTS, sign, and submit to supervisor for signature. Supervisors will submit the Advance Travel Form-Student Groups to the Purchasing Department.

The Purchasing Department will verify supporting documentation and approve Requisitions and load P-CARDS. Accounting will issue a check and attach a Travel Settlement Form along with the PO number and hotel tax exemption form.

After the trip, the employee must **complete the Travel Settlement Form-Student Groups within 10 day**. The Travel Settlement Form-Student Groups will be used for both Purchase Orders and P-Card transactions. ORIGINAL RECEIPTS MUST BE ATTACHED. ***When feeding students, receipts must be itemized listing each item purchased.*** RETURN ANY EXCESS travel FUNDS and the TRAVEL SETTLEMENT form to **NAN** in Accounting.