

## CONFERENCE & TRAVEL PROCEDURES

Conference/Workshop Registration- Conference brochure, workshop flyer, or other communication that includes date, location, cost, itinerary, vendor name, address, phone number and contact person for the event.

### Payment:

- Purchase Order: Most of our conferences accept purchase orders. Have the employee register themselves - select purchase order option, attach Registration Confirmation indicating registration process is complete in order to requisition
- Check: If conference does not accept purchase orders - select check payments - office secretary sign confirmation with okay to pay to process check payment  
*\*\* Please note that checks take 6-8 weeks to process \*\**
- Cal-Card: If credit is the only means of payment. Get all signatures FIRST, send in conference approval information, then call Nicole Massaro in purchasing to process



### Hotel Reservations-



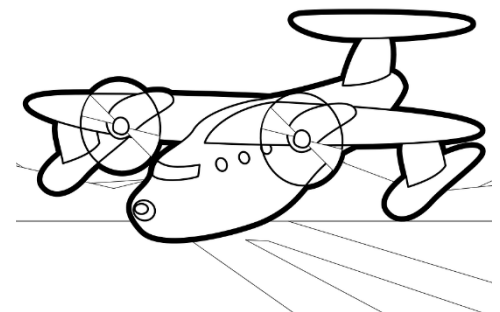
- Attendee's book hotel room on personal card - their credit card will not be billed; it only holds/guarantees the room when arrangements are made at least 4 weeks in advance. Give a copy of your hotel confirmation to your site secretary/office manager who will create a requisition for your stay.
- Do not book anything more than the standard room - District cannot pay for anything more than this. We will request the room be rebooked if it's booked above standard.
- When the requisition gets to Nicole Massaro, she will transfer the charge for ROOM AND TAX only to her card. Incidentals including parking, and other charges will need to be charged to card given upon check in.

### Flight Reservations -

Do not book flights on personal cards - we cannot reimburse until after conference - flights are to be booked after conference approvals have been signed and submitted

### To Book:

- We have a business account with Southwest - attendee will need to register with a Southwest Traveler Account; they will need our company ID number - 99741751
- Call Nicole Massaro; she will then transfer from the attendee's card
- When completed they will log in to the following address: <https://www.swabiz.com/flight/swabiz-login> then add the company ID #, Traveler Account #, and their password.
- Select Flights \*Wanna Get Away ONLY\* - payment method will be "payment information on file", then purchase



Have your school secretary/office manager send copy of itinerary and the requisition number Michelle McCartney in Purchasing