

Travel Procedures

Register for training/conference/workshop/seminar, create 1 purchase order per event for all attendees

Complete a travel form for each traveler (for example: 3 travelers=3 travel forms) e-mail to travel@crowley.k12.tx.us

Create a Per Diem purchase order and attach travel form & registration (agenda) for each traveler

Create 1 Chase Bank purchase order for all travelers (hotel/rental car/airfare), save in WIP

E-mail the information to travel@crowley.k12.tx.us

Tips

Be specific when creating purchase orders, fill them out completely.

Who

What

When

Where

Why

Attach necessary paperwork

Send as much information to the travel e-mail address as you can (including WIP number)

Questions?

817-297-5244

travel@crowley.k12.tx.us

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