

These procedures are being implemented to facilitate the timely purchase of airline tickets, and to save the District money.

Airfare is typically at its lowest price 21 days before the departure date. Ticket prices will increase again 14 days before departure and once again 7 days before, therefore it is in the District's best interest to purchase airfare as early as possible.

A fully approved 910 is required for each traveler before contacting the travel agent.

1. In MUNIS, start a Requisition (RQ) and then STOP.
2. The RQ should be in Status 2 – Created form. (You will not complete the RQ until after you have a fully signed/approved 910 and you have spoken with the District Travel Agency.)
 - Use commodity code: 785 – Airline Ticket Purchase Only
 - Use vendor number: 29444
 - The “Ship To” will be your campus/department
 - Use vendor sourcing note number: 383630
3. With approval from your principal, supervisor and/or budget owner, fill out the Travel Reservations Form on the Travel website.
 - Required information for each person traveling by air:
 - Requisition Number
 - Legal Name of the Employee as it appears on their driver's license
 - Date of Birth
 - Gender
 - Dates of travel (the actual departure date and return date)
 - You can give the travel agent the actual flight numbers your travelers would like
 - Dates of the Conference/Class
 - Agenda of the Conference/Class
 - The destination City and State
 - Email address of the employee
 - Email address of the employee creating the requisition
 - Please fill out all sections of the Travel Reservation form legibly.
4. Using the Airline Ticket Requisition Form, contact the District's Travel Agency to make air travel reservations.
 - Contact information for the District's Travel Agency.
 - National Travel Systems
FWISD@nationaltravelsystems.com

5. After the reservation is made, the Travel Agent will email the person making the requisition, the traveler and the Procurement Services Department with the itinerary information including the price of the ticket(s).
6. Use the itinerary information to complete the RQ from above to cover the costs of the ticket(s).
 - a. Create a separate line item for each traveler (You will not know the price until you have spoken with the travel agent.)
 - b. Add the employee name, conference/class name, dates of travel, destination city and state in the description box
 - c. Create a separate line item for the overage allowance
 - a. \$112.79 for both airfare and hotel reservations - \$12.79 for travel agent fees and \$100 for any overages that may be incurred between the time of the reservation and the actual purchase of the ticket.
 - If not utilized, the \$100.00 (or portion thereof) will go back into the budget once the PO is closed.
 - If the \$100.00 will not cover the price increase, the RQ will be rejected for funds to be added.
 - d. Attach a copy of the approved/signed 910 for each traveler, the itinerary and a copy of the Conference/Class Agenda to the paperclip.
 - e. Release the RQ for approval and ensure that it is approved by the appropriate Budget Owner, so that Procurement Services can convert the RQ into a Purchase Order (PO).
7. The Procurement Services Department will review the RQ for accuracy, convert it into a PO and transmit it directly to the Travel Agent. The Travel Agent **will not** actually purchase the ticket until they have received a PO from the Procurement Services Department.
8. After the Travel Agent has purchased the ticket, they will email the electronic ticket to the employee/traveler. A courtesy copy of the email will be sent to the Procurement Services Department and the requisitioner.
9. After you receive the converted PO message, you must Receive on the PO in MUNIS.
 - a. Procurement Services will send the travel agent and the requisitioner an email with the PO number
10. A copy of the itinerary must be included with the traveler's Travel Request Form 910.
11. The PO will be paid via credit card once the RQ has been converted to a PO.