Flight Booking & Reimbursement Agreement
Staff

Staff Name: _____

Event/Trip: _____

Travel Dates: _____

Estimated Airfare Cost: $_____

Clint ISD purchases airline tickets in advance. Under current airline policies (including those of Southwest Airlines), flight credits from canceled tickets are typically non-transferable and may not be reassigned to another individual.

If you do not travel as scheduled for any reason not otherwise waived under this agreement, the District may be unable to recover or reuse those funds.

Financial Responsibility

If a ticket has been purchased by the district and you do not travel as scheduled, you agree to reimburse the District for the full cost of the airline ticket.

This includes situations where:

- You cancel after the ticket is purchased
- You missed the flight
- You are removed from the trip due to disciplinary action

Payment is due within 10 days of receiving notice from the District.

Exceptions

The reimbursement requirement will be waived only in the following circumstances:

- A documented medical emergency that prevents travel (a signed note from a licensed physician is required), or
- A death in your immediate family.

The District reserves the right to request and verify all supporting documentation before granting a waiver.

Acknowledgment

I understand that I am financially responsible for the cost of the airline ticket if I do not travel, except in the limited circumstances described above.

Name (Print): _____

Signature: _____

Date: _____