

FWISD Travel Training

Set up your Travel
Document your Travel
Close out your Travel

TRAVEL: [Travel - Fort Worth Independent School District](#)

FWIST TRAVEL MANUAL: [FWISD Travel Manual](#)

ERP TRAVEL INFORMATION: [ERP Travel Information - Fort Worth Independent School District](#)

September 15, 2026

Fort Worth
INDEPENDENT SCHOOL DISTRICT

TRAVEL STAFF

Travel Personnel

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TRAVEL MANAGEMENT

TRAVEL: [Travel - Fort Worth Independent School District](#)

STEP 1 - INDIVIDUAL TRAVEL REQUEST APPROVAL PROCESS

STEP 1A - STUDENT TRAVEL REQUEST APPROVAL PROCESS

STEP 2 – FRONTLINE - ENTERING YOUR TRAVEL REQUEST

STEP 3 - TRAVEL REQUEST REVIEW

STEP 4 - STATUS OF TRAVEL REQUEST APPROVAL OR NONAPPROVAL

STEP 5 - TRAVEL CARD FUNDING

STEP 6 - WHILE ON YOUR TRIP (RECEIPTS, ALL TRAVELERS (UNAUTHORIZED, UNALLOWABLE EXPENSES))

STEP 7 - STUDENT TRAVEL

STEP 8 - RETURNING FROM YOUR TRIP - EXPENSE RECONCILIATION OUTCOMES



STEP 1 - INDIVIDUAL TRAVEL TRAVEL REQUEST APPROVAL PROCESS

Enter one Travel Request in Frontline per person. (Include: quote for Lodging/Hotel, Registration, Mileage/Car Rental (if applicable) PO# and attach P0, Airfare Quote, Meals, Estimated Parking, Tolls, Taxi, Uber/Lyft, and (Attach ALL supporting Documents)



- STUDENT TRAVEL TRAVELSTEP 1A REQUEST APPROVAL PROCESS

Enter one Travel Request in Frontline per person, including Students and Coaching Staff. (Include: quote for Lodging/Hotel, Rooming List, (# of Rooms), Registration/Entry Fees (if applicable), Car Rental (if applicable) PO# and attach P0, Airfare Quote, Head Count for Meals, Estimated Parking, Tolls, Taxi, Uber/Lyft, and (Attach ALL supporting Documents)



STEP 2 ENTERING YOUR TRAVEL REQUEST

1. Ensure Budget Availability
Refer to Page #17 for List of Requirements
2. Monitor Workflow to ensure Approvals
3. Once Approved, will Route to Travel Team
4. Assigned to a Travel Specialist



STEP 3 TRAVEL TEAM REVIEW PROCESS

1. Verifies that all items in step #1 above are entered, accurate, and have supporting documents attached
2. Verifies the Request is Funded. Travel Requests cannot proceed without allocated Budget



STEP 4 - STATUS OF APPROVAL

Once all the details and expenses are verified, the Travel Request will be approved and a Notice will be e-mailed to the Traveler and Admin

The Travel Specialist will Fund the Card according to the Travel Request. Traveler and Admin. Will be notified when the Travel Card is Funded



STEP 4 - NONAPPROVAL

If the Request is not approved, you will receive an e-mail notifying of the additional information and documentation needed.

THE TRAVEL WILL BE PUT ON HOLD UNTIL THE REQUIRED ADDITIONAL INFORMATION IS RECEIVED



STEP 5 TRAVEL CARD FUNDING

Immediately after Approval, the Card will be partially funded to allow you to Purchase Airfare, Registration, and Hotel Deposits, if Applicable. (At this time, you will receive a detailed e-mail)

The Travel Specialist will load the remaining balance Five (5) Days prior to the Travel Date. (At this time, you will receive a detailed e-mail along with the Necessary Travel Documents)



STEP 6 WHILE ON YOUR TRIP:

Retain all Receipts related to All District Travel Card Transactions. No receipts for Tips or other personal transactions.

Do not add Travel Card information to your Apple Pay or Google Wallet, or any other third party payment method (If you do, the card will be tagged by the Bank as FRAUD and automatically locked for an unspecified amount of time)



STEP 7 - STUDENT TRAVEL

If traveling with Students, be sure to have the Student Meal Form completed, in real-time, as you are distributing funds to the students for meals.



STEP 7A - ALL TRAVELERS

Verify Folio for Erroneous Charges that were not on your Travel Request. The District will not pay for Hotel charges not on the Original Travel Request and the Traveler will owe for those fees.

Ensure that the Hotel is not charging State of Texas Taxes



STEP 8 RETURNING FROM TRIP

1. Create an Expense Report for each Traveler. Regardless if the Admin created and entered
2. Each Traveler **MUST** create their own Expense Report
3. All Receipts and Supporting Documentation Must be Uploaded.to the appropriate tab and the actual amount should be entered.



STEP 8A RETURNING FROM YOUR TRIP

4. If documents/receipts are missing, you will receive a Notice from the Travel Department giving a certain amount of time to submit. (Normally 72 hours).

**SUBMIT IN FRONTLINE
FOR APPROVAL**

TRAVEL CARD & CREDIT CARD MANAGEMENT

STEP 9

EXPENSE RECONCILIATION OUTCOMES

1. Traveler does not owe. Zero Balance owed to FWISD
2. FWISD owes a Refund to the Traveler
3. Traveler owes FWISD for various unallowable/unauthorized expenses.

IN THE END, YOU WANT TO MAKE SURE THAT THE PREAUTHORIZED EXPENSES ON YOUR TRAVEL REQUEST MATCHES YOUR ACTUAL EXPENSES

LASTLY:

EVERY EFFORT SHOULD BE MADE TO CLOSEOUT YOUR TRAVEL AS SOON AS POSSIBLE AFTER RETURNING FROM YOUR TRIP

THREE (3) BUSINESS DAYS MAXIMUM

TRAVEL STAFF RESPONSIBILITIES

Travel - Fort Worth Independent School District

MAJOR RESPONSIBILITIES OF TRAVEL DEPARTMENT:

1. Process Approved Travel Request through Frontline ERP for Individual Travel & Student Travel;
2. Verify Proper and Accurate Supporting Documentation is submitted prior to approving Travel Requests
Conference Agenda, Airfare Quote, Lodging/Hotel, Registration, Mileage/Car Rental (if applicable) PO#
3. Ensure that the Travel Request is properly and accurately Budgeted
4. Travel Card Funding: Verifies the detailed expenses to ensure proper and accurate funding of the Travel Request
For: Airfare, Registration, and Hotel Deposits, Mileage/Car Rental (if applicable), Estimated Parking, Tolls, Taxi, Uber/Lyft
5. Notify Requestor if their Travel Request is not approved and the reason(s)
6. Respond to real-time calls for help while on your trip

TRAVEL STAFF RESPONSIBILITIES

RESPONSIBILITIES OF TRAVEL DEPARTMENT (Con't)

7. After the Trip: Review Individual Expense Reports for each Traveler
8. Reconcile Trip Expenses, including,
Review and Verify All required Receipts and Supporting Documentation (Per Trip, Per Traveler)
9. Close out the Travel and prepare for Payment, Reimbursement, or Employee pay deduction(s)

TRAVEL REQUESTOR'S RESPONSIBILITIES

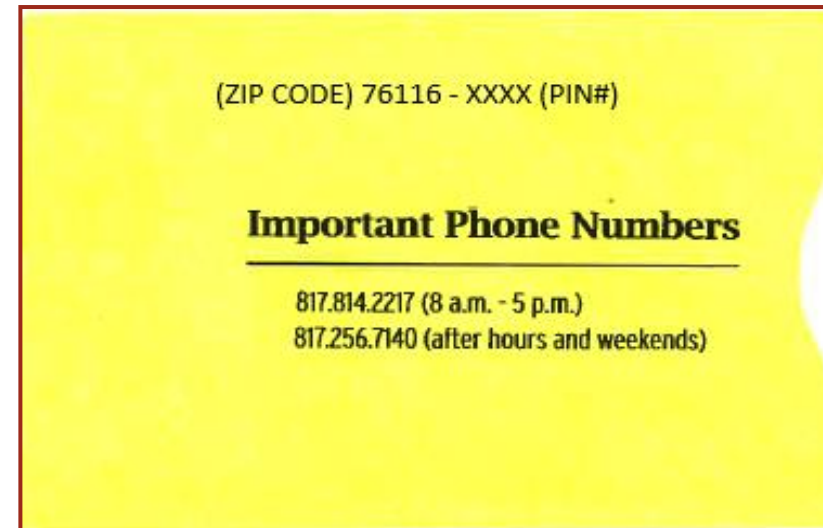
1. Enter one Travel Request in Frontline per person, including Students and Coaching Staff where applicable
2. Obtain quotes for Lodging/Hotel, Registration, Entry Fees, Mileage/Car Rental (if applicable)
3. Include Estimates for Meals, Estimated Parking, Tolls, Taxi, Uber/Lyft, and (Attach ALL supporting Documents)
4. Attach Supporting Documentation (Conference Hotel Rate Proof/Agenda, Lodging/Hotel, Registration, Entry Fees, Mileage/Car Rental (if applicable)
5. Ensure Budget Availability
6. Monitor Approval Workflow to ensure internal Approvals of your Travel Request (by your principal, E.d.)v
7. Immediately after Approval by the Travel Department and partial funding of your Travel Card, you proceed with Purchasing the Airfare, Registration, and Hotel Deposits, if Applicable
8. When the Traveler returns: Collect all Receipts related to All District Travel Card Transactions. (Student Meal Form, if Students Travel)
9. Within 72 Hours of Return:
Create and Submit a Complete Expense Report for each Traveler - Each Traveler MUST create their own Expense Report
Attach and Upload All Receipts and Supporting Documentation

THE TRAVEL (YELLOW) CARD

Travel Emergency After Hours Hotline 817-256-7140



The screenshot shows the Bank of America Global Card Services website. The URL bar displays 'bofa.com/globalcardaccess'. The page includes a 'Global Card Services' header and a 'Valid Thru:' field with a dropdown menu showing 'FWISD TRAVEL' and a 'Sec Code:' field with a dropdown menu showing 'FWISD'. The Bank of America logo is visible on the right side of the page.



The back of a yellow travel card is shown. It features the text '(ZIP CODE) 76116 - XXXX (PIN#)' at the top. Below this, the heading 'Important Phone Numbers' is underlined. The phone numbers listed are '817.814.2217 (8 a.m. - 5 p.m.)' and '817.256.7140 (after hours and weekends)'.

District Credit Card and Travel Agreement Form

I will reconcile my Travel Request in ERP within 3 business days of my return. At this time, I will return the District Credit Card and provide all the necessary documents required for reconciliation to my campus/department admin associate. (See Reverse side for more information)

I understand that I will be responsible for any purchases in which an itemized receipt cannot be produced. An itemized receipt means that the receipt contains the vendor name and the date of the purchase printed on the receipt, as well as the specific description and price for each item purchased.

THE TRAVEL (YELLOW) CARD Cont'd

Travel Emergency After Hours Hotline 817-256-7140

1. **SECURITY:** Keep this Card Secured at all times
2. **CARD FUNDING:** This Card is Funded for Travel Expenses Only:
Advances for Airfare, Registration, and Hotel Deposits,
Five (5) Days before trip, this card is funded for Mileage/Car Rental (if applicable), Estimated Parking, Tolls, Taxi, Uber/Lyft
3. **YOUR OWN EXPENSES:** Use your card only for your expenses. Do not use to pay for others expenses.
4. **PIN NUMBER #:**
The four digits after the 76116 Zip Code is the Pin number for the Card.
Always use the Pin # if requested Merchant or the card will be declined.
5. **CARD NUMBER: FWISD TRAVEL ##**
Verify that the Card issued matches your e-mailed Confirmation (i.e. FWISD TRAVEL 15).
6. **SAVE RECEIPTS:**
Keep up with and Save all of your physical receipts related to this Card. (Take and retain a picture of your receipts with your phone)
7. **HAVING ISSUES WHILE ON YOUR TRIP?** Call the number on the sleeve for assistance needed while on your trip.
This is for Emergencies with your card transactions only. **(FWISD Travel Emergency Hotline 817-256-7140).**

THE EXPENSE REPORT

Reconciliation - Required Documentation

1. **DUE WITHIN THREE (3) BUSINESS DAYS:**

Travelers are required to reconcile their trip within three (3) business days after completion of the trip via the Expense Report in ERP.

2. **UNAUTHORIZED EXPENSES:**

For unauthorized expenses incurred during the trip (extra travel days requested by supervisor, any expenses over the amount authorized on Travel Request.) the traveler must obtain the approval all signers of the Travel Request via email authorizing the additional monies.

3. **SCAN & UPLOAD TRIP DOCUMENTS & RECEIPTS:**

The traveler must scan the following documents into the Expense Report for reconciliation:

- a) Boarding Pass(es)
- b) Registration Receipts
- c) Car Rental Receipt.
- d) Rental Gas Receipts – for the rental car only
- e) Itemized Hotel Receipts (The District does NOT reimburse Texas State Hotel Occupancy Tax)
Ensure the hotel bill has the room rate and any taxes paid (city, county, etc) for each night
- f) Parking Receipts a. Need to show date and cost – either printed or signed by the parking attendant
- g) Taxi/Shuttle/Transportation Receipts
 - a. Must have to and from destination, cost and date
 - b. The District does NOT reimburse Tips
 - c. Uber/LYFT receipts must show TO and FROM locations and total charges, including tips
- h) Tolls (if any)
- i) Baggage fee receipts
- j) Any other receipts
- k) Travel Agreement Form

l) Itemized receipts for ALL items charged on the Travel Card are required. Any charges that are not substantiated by an itemized receipt will be the responsibility of the traveler.

IMPORTANT TIMELINES FOR MANAGING & RECONCILING TRAVEL

The reconciliation process takes approximately thirty (30) business days for the Procurement Services department to complete once the Expense Report has been fully approved in ERP. Balances due the District will be deducted from a future paycheck. The traveler will be notified of the amount due and the paycheck date.

These instructions will help you execute and close out a travel request.

THE TIMELINES BELOW WILL BE STRICTLY ENFORCED

Execute within 3 Days of return from travel.

Contact the Travel Department with questions.

IMPORTANT TIMELINES FOR MANAGING TRAVEL

TRAVEL SUBMISSION New <u>TR</u> Enter & Submitted into Frontline Workflow (including ALL supporting documents) Vehicle Rental, if applicable (<u>including</u> entering Requisition for Purchase Order – Enterprise only)	21 Business Days prior to Departure Date
INTERNAL APPROVALS <u>TR</u> Final Approvals (<u>including</u> Principals / Exec. Dirs.)	5 Business Days Prior to Departure Date

IMPORTANT TIMELINES FOR MANAGING TRAVEL

TRAVEL CARD PRELIMINARY FUNDING Travel Cards are funded immediately after Trip approval for Registration, Airfare, Hotel Deposit (if applicable)	Immediately (The day of approval)
TRAVEL CARD FINAL FUNDING Travel Cards are funded 5 Days prior to the Departure Date with trip balance for Fuel, lodging, Tolls, parking, etc.)	5 Days Prior to Departure Date
RETURNING FROM YOUR TRIP: Noncompliance with the submittal requirements below may result in undocumented travel expenses owed to the <u>District</u>.	The following Submission Timelines will be strictly enforced to expedite the closeout of Travel. After 5 business days from return from travel, non-compliance regulations will apply.
EXPENSE REPORT SUBMISSION Create & Submit an Expense Report for each Travel (TR____).	Immediately, but no later than 72 hours after Travel Return date.

IMPORTANT TIMELINES FOR MANAGING TRAVEL

EXPENSE REPORT SUBMISSION

Create & Submit an Expense Report for each Travel (TR____).

Immediately, but no later than 72 hours after Travel Return date.

EXPENSE REPORT WORKFLOW APPROVAL:

This includes approval by your principal, executive director, Grants, if applicable.

3 – 5 Business Days

FINAL TRAVEL REVIEW FOR PAYMENT

Once all steps above have been completed, the Travel Department will review for accuracy and completeness, and Submit to Accounts Payable for payment, or Payroll, if the employee owes the district.

TRAVEL WEBSITE BROWSE

Travel - Fort Worth Independent School District

INFORMATION:

- a. [FWISD Travel Manual](#)
- b. [Rental Cars and Mileage Rates](#)
- c. [ERP Travel Information](#)

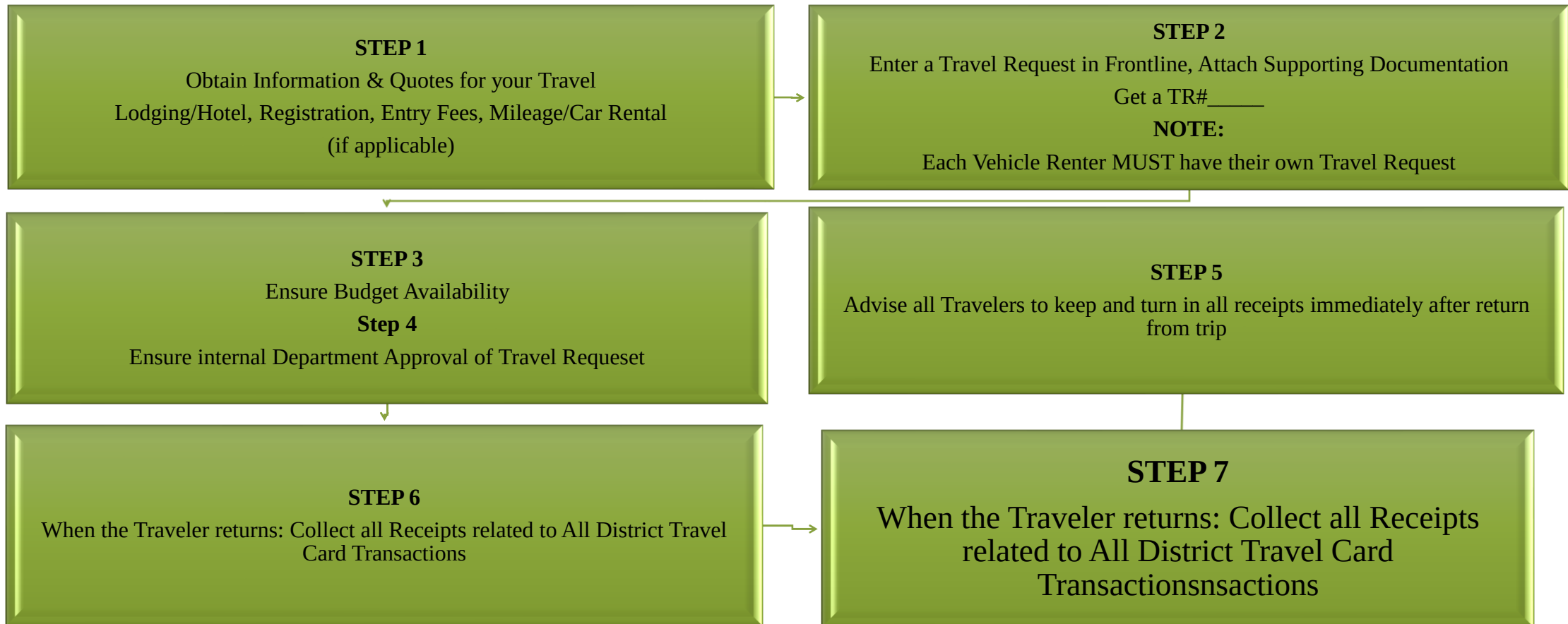
HOW TO's:

- a. Back of the Net Travel (Power Point)
- b. Car Rental How To Enterprise (Power Point)
- c. ERP Travel Tool 1-5-2026.xlsx

PROCUREMENT FLOWCHART

FLOWCHARTS

FLOWCHART



VEHICLE RENTAL

REQUISITION / PURCHASE ORDER

RENTAL VEHICLES:

1. The District utilizes the state of Texas STMP contract for rental vehicles. Enterprise is the Approved Vendors for FWISD.
a) Avis/Budget may only be used in cases of emergency. (Please check with Procurement Services before using Avis/Budget.)
2. Rental vehicles will be paid via Direct Bill to the District.
3. As a general rule, a compact or mid-size vehicle will be rented whenever possible. When the number of people traveling in the vehicle requires it, a larger vehicle can be rented.
a) Student travel is PROHIBITED in vehicles that are designed to transport more than ten (10) people.
4. The District is insured for rental vehicles. Travelers are advised to refuse insurance coverage offered by car rental companies since such coverage would be duplication and a non reimbursable expense.
5. Reimbursable expenses related to the operation of rental cars include: fuel, toll charges, and reasonable parking charges, etc.
6. Expenses related to the operation of rental cars that are NOT reimbursable include: Texas sales tax, and parking or traffic violation tickets the employee receives while on company business.
7. Rental cars are for business use only and should not be used for personal use. District insurance does not cover a rental car used by an employee for personal use. The employee will be responsible for any additional insurance coverage and/or any damage to the vehicle.
8. Under no circumstances shall a traveler use both a purchase order and a Travel Request to pay for a rental vehicle.

ERRORS & MISTAKES TO AVOID

Errors and Mistakes that will cause delays or problems with Approving, Funding, and Reconciling your Travel:

- a. Untimely entering of your travel request (21 days before travel date).
- b. Not using the Travel Tool to calculate Travel expenses
- c. Not Uploading or Attaching Required documentation, including Hotel Deposit
- d. Not entering the Purchase Order for Vehicle Rental
- e. Budgetary Issues (Incorrect & Unavailable budget).
- f. Workflow Approval delays. (Must monitor and obtain ALL internal department approvals)
- g. Incorrect Travel Card not assigned to your specific travel
- h. Using the Travel Card for Unauthorized / Unallowable expenses, (i.e tips & gratuities)
- i. Not submitting your Expense Report within 72 hours of return date
- j. Not providing itemized receipts for charges to the card
- k. Not uploading the completed Travel Agreement Form
- l. Student Travel – Not Completing and Uploading the Student Travel Meal Form

HANDS ON FRONTLINE EXERCISE

Fort Worth

INDEPENDENT SCHOOL DISTRICT