
AIRLINE AND CAR RENTAL RESERVATION (PUR-P007)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process for obtaining airline and car rental reservations.

2.0 RESPONSIBILITY:

- 2.1 Office Technician III

3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing _____
Signature Date

4.0 DEFINITIONS:

- 4.1 V - Travel/Conference Requisition

5.0 PROCEDURE:

- 5.1 District departments and schools can request airline and car rental reservations with prior approval from immediate supervisor; Associate Superintendent, where applicable; CFO/Deputy Superintendent; and Superintendent, where applicable.
- 5.2 For Airline Reservation: Departments and sites contact Purchasing Services with the following information
 - 5.2.1 Contact Person Name, Phone and Fax numbers
 - 5.2.2 Destination
 - 5.2.3 Departure Dates and Times
 - 5.2.4 Return Dates and Times
 - 5.2.5 Number of People Traveling
 - 5.2.6 Legal Names of People Traveling
- 5.3 Purchasing Services Department will fax the requestor the different flight schedules and estimated price needed for selecting and booking the flight.
- 5.4 Site or department will fax back the choice and the name of people who will be flying.
- 5.5 Site or department will create a "V" requisition in Escape and submit with the estimated price.
- 5.6 Site or department will fax a copy of the "V" requisition, Travel Request Form and flyer to Purchasing Services at 6659.
- 5.7 Travel Request Form must be completed with "ALL SIGNATURES", where applicable, or the airline tickets cannot be ticketed and car rental credit card cannot be released. For out of state travel, the Travel Request Form must be signed by the Superintendent prior to booking.

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- 5.8 Once all paperwork has been received by the Purchasing Services Department, Budget Services is contacted for approval.
- 5.9 Budget Services will review and determine if the travel is approved.
- 5.10 When Budget Services approves, Purchasing Services can then contact Travel agent for booking. The best prices result when booking: is made at least 21 days in advance; includes a Saturday night stay over; is non-refundable and non-transferable. A service fee will be charged for any changes after the ticket is issued
- 5.11 For Car Rental: Same exact steps (see above) applies to car rental reservations with the exception of:
 - 5.11.1 Site or department must pickup credit card for car rentals at the Purchasing Services Department a few days prior to travel.
 - 5.11.2 All instructions concerning the credit cards are given out with the credit cards which includes:
 - 5.11.2.1 Return credit card and receipt within 2 days after returning the car
 - 5.11.2.2 District maintains insurance coverage for district employee and rental vehicles (do not add any extra insurance)
 - 5.11.2.3 Return car rental with full tank of gas. Renter will be reimbursed for gas on a Travel Reimbursement (save receipt)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 AS Bulletin, Airline & Rental Car Reservations (guidelines)
- 6.2 Travel Request Form (ACC-F014)
- 6.3 Travel/Conference Requisition (V)
- 6.4 Backup Travel registration form or flyer

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Travel/Conference Requisition (V)	Escape	5 years	Permanent	Secured Warehouse
Travel Request/ Backup Info	File Cabinet	5 years	Discard as desired	Secured Warehouse

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8.0 REVISIONS:

Date: Rev. Description of Revision:

12/13/04 A Initial release

11/28/06 B Revise 5.1 & 6.1

12/15/08 C Revise 6.2

*** E n d o f p r o c e d u r e ***