

TRAVEL PROCESS AND INFORMATION

1. When assisting staff with travel arrangements, the best place to start is with the Trip Request/Travel Information form, which is available on the Purchasing web page. This will help to provide you with the details that you need to book flights, rental cars, and hotels.
2. If traveler has not been set up in Concur, send their name, site, & email address to Purchasing.
 - a. Make sure traveler's name matches what is on their CDL (first, middle, & last.)
 - b. Make sure traveler's email address is their conejousd.org account.
3. After the traveler has been added to Concur, make sure they have completed their profile.
4. Login to Concur through the Cal Travel Store to establish cost estimates for the types of travel requested.
5. Create a purchase requisition (blanket PO for specific trip,) using Citibank vendor #063827. You will need a PO number to book travel.
6. Login to Concur or call an agent to complete bookings. For airlines and/or rental cars, the charges will be charged to our district Citibank account. They will be paid off the PO that you entered for Citibank.
7. If you booked by phone with an agent, please let Purchasing know about the trip.
8. When invoices come through, attach in Escape to the blanket Citibank PO.
 - a. Flight will bill immediately
 - b. Car rental will bill upon trip completion
 - c. Currently, hotel reservations are guaranteed by the Citibank account set up for CVUSD. **However, this is a rate guarantee only, and is not set up as payment.** Contact the hotel directly to request a Credit Card Authorization Form and use your department/site Cal Card to finalize reservation. The reservation will not be finalized until the hotel receives the completed authorization form. You should receive a confirmation from the hotel within 24 hours. Follow up with the hotel if you do not receive the confirmation.
9. Keep receipts from the travel providers and confirmations from the Cal Travel Store. For hotel charges, approve after completion of trip and send to AP with Conference & Travel Reimbursement Form and Cal Card statement.