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## AIRLINE AND CAR RENTAL RESERVATION (PUR-P007)

Sacramento City Unified School District

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### 1.0 SCOPE:

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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**8.0 REVISIONS:**

**Date:            Rev.        Description of Revision:**

1213/04            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 \*\*\*