

**Purchasing Office**  
**615 W. Missouri**  
**Suite 705**  
**(432) 240-1960**  
**purchasing@midlandisd.net**



Travel Utilizing Local and Federal Grant Funds:

In order to meet local and federal fiscal guidelines, travel costs must be reimbursable to the district if an individual does not go on a trip. Lower cost flights (Wanna-Get-Away) on Southwest Airlines for trips not taken are credited to the individual flying and not the purchaser (i.e., district). Anytime and Business Class flights are refundable to the purchaser. (Example: Wanna-Get-Away is \$445 and Anytime is \$705).

You are requesting to purchase your flight at a lower rate to reduce travel costs. This will mean that if you do not go on the trip (after the flight is purchased), then you will be required to refund the ticket price to the district.

The procedure will be as follows; if due to unforeseen circumstances you cannot travel after the travel arrangements have been made then you have to advise the Purchasing Office of such. Please be aware that your campus/department will then have to submit a PO for the cost of the unused airline flight as your local budget will be billed the cost of the airline ticket. Per Purchasing guidelines, you have 60 days from cancellation to utilize the unused flight for future district travel only and must advise when it will be used. If you will not be traveling for district business within those 60 days then you, the traveler, will have to reimburse the district for the complete cost of the airline ticket.

We will send you this document for each trip so that you are aware that you are making a possible financial commitment once the travel is purchased. We understand that situations may arise. We will handle each on an individual basis as we arrange travel.

In order to purchase flights at a reduced cost rather than full amount, we are requesting that each of you sign the statement below.

Respectfully,

Haydee Pena  
Purchasing Director

Participant Approval:

Trip Date(s): \_\_\_\_\_

If – after a flight is purchased at a reduced rate – I am unable to attend the event, I will reimburse the district the cost of the flight.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_ - Printed Name      \_\_\_\_\_ - Flight Confirmation#