

**Midland Independent School District
Purchasing Services Department
Travel Procedures**

The Request for Travel Docusign form and the Travel Reservation form must be approved a minimum of 30 days prior to the travel date. All approved forms must be attached to the requisition. Both forms are located at www.midlandisd.net. Download and complete the form(s) based on the funds you are using and follow the steps listed below. Contact the purchasing department if you need additional assistance.

Event Details:

1. Departure City/State is the employee leaving for the event.
2. Destination time is the time the employee is no longer “on the clock” for MISD.
3. Attach conference flyer

Airline Information:

1. Attach your rapid rewards account to our SWABIZ account 99887303. The information is located on our webpage.
2. Complete and sign refundable flight letter. The letter is located on the purchasing webpage.
3. Airline Name: Southwest Airlines will be the default airline.
4. Attach airline information: Date, time or flight number, including return date.
5. Must have Employee Full Name as shown on ID. Tickets will be refundable.

Hotel Information:

1. Check <https://www.gsa.gov/travel/plan-book/per-diem-rates> for the maximum federal fund reimbursement rate.
2. Maximum federal funds for in-state (local determination) is \$159.00.
3. Allow enough time for the purchasing department to get hotel reservations.

Transportation Information:

1. Full size vehicle will be the default. Must have justification for larger vehicle.
2. The driver must be noted.
3. Fuel cards need to be requested from the purchasing office.

Registration Information:

1. You must include enough information so we can register on-line.
2. We may need information to access your account temporarily (if applicable) to pay online registrations.

Attach the travel reservation form to your requisition once you have completed the form.