

## Booking Your Travel

**After receiving your Travel Authorization Number(s), booking of travel can begin.**

As good stewards of taxpayer funds and to ensure compliance with travel policies and regulations, the following will be enforced.

- **Failure to attend event/conference**  
In cases in which APS staff fails to attend event/conference it will result in the employee being held responsible for repayment of any non-refundable charges paid by or invoiced to Albuquerque Public Schools on behalf of the employee.
  
- **Vacation in conjunction with District business travel (if approved by Supervisor)**  
In cases in which vacation time is added to a District business trip, the traveler will pay for all travel expenses (flight, lodging, transportation, meals) using personal funds. Upon return, the traveler will submit a Request for Reimbursement Form and receipts for reimbursement for the District business travel expenses.  
**Please enter a Lawson requisition for reimbursement for entire District business trip estimated costs (which includes. flight, lodging, transportation, estimated meals) excluding all personal expenses, immediately after receiving an approved TAN.**
  
- **Airfare**  
Departure to event/conference: Traveler must select the most economical and reasonable flight that will get traveler to location no earlier than 24 hours of event/conference start time.  
Return from event/conference: Traveler shall select the most economical and reasonable returning flight on the same day that an event/conference has ended. If event/conference ends late afternoon, the returning flight shall be no later than noon the following calendar day.

### Booking your Travel Checklist

1. PCardholder must email PCard Administrator (PCard.Administrator@aps.edu) and Executive Director of Procurement to increase PCard limits if your single purchase is over \$1,000 and/or total purchase is over \$5,000.
2. Bank statements will reflect individual purchases and you must have a Lawson requisition for each individual purchase/receipt.
3. **Conference/event registration** - Traveler may register for event/conference by using APS Procurement Card or a Purchase Order.

Lawson requisitions for conference/event must have the following documents in Attach IT:

• Conference registration confirmation document that includes travelers name, dates of conference
• Grant justification (if using grant funds)
• Request for Travel Form with all approved signatures and TAN number
• PCard Receipt for purchase

4. **Hotel registration** – Traveler may book hotel rooms using APS PCard.
- a. If a one night/deposit is required by hotel, obtain detailed PCard receipt for one night/deposit purchase.

Lawson requisition for hotel stay must have the following in Attach IT:

<ul style="list-style-type: none"> <li>• Hotel registration confirmation</li> </ul>
<ul style="list-style-type: none"> <li>• Grant justification (if using grant funds)</li> </ul>
<ul style="list-style-type: none"> <li>• Request for Travel Form with all approved signatures and TAN number</li> </ul>
<ul style="list-style-type: none"> <li>• PCard receipt for purchase of one night deposit</li> </ul>

- b. A Lawson requisition must be entered for the remainder estimated costs of hotel stay (minus one night deposit); OR If no deposit is required by hotel, a requisition must be entered for the estimated costs of entire hotel stay.

- Use Vendor Number – 47341 – Hotel Encumbrance
- Use estimated costs for hotel stay

Lawson requisition for remainder of hotel stay using estimated costs must have the following in Attach IT:

<ul style="list-style-type: none"> <li>• Hotel registration confirmation with estimate of costs</li> </ul>
<ul style="list-style-type: none"> <li>• Grant justification (if using grant funds)</li> </ul>
<ul style="list-style-type: none"> <li>• Request for Travel Form with all approved signatures and TAN number</li> </ul>

**NOTE:** Hotels may require a credit card authorization form to be completed prior to arrival from the card holder’s name. This form may come from the Hotel or use the form on Accounts Payable Website.

5. **Airfare** – Traveler may book airfare using APS PCard
- Departure to event/conference: Traveler must select the most economical and reasonable flight that will get traveler to location no earlier than 24 hours of event/conference start time.
- Return from event/conference: Traveler shall select the most economical and reasonable returning flight on the same day that an event/conference has ended. If event/conference ends late afternoon, the returning flight shall be no later than noon the following calendar day.

Lawson requisition for airfare must have the following documents in Attach IT:

<ul style="list-style-type: none"> <li>• Airfare confirmation</li> </ul>
<ul style="list-style-type: none"> <li>• Grant justification (if using grant funds)</li> </ul>
<ul style="list-style-type: none"> <li>• Request for Travel Form with all approved signatures and TAN Number</li> </ul>
<ul style="list-style-type: none"> <li>• PCard receipt for actual flight costs</li> </ul>

6. **Meals, rental car, and other incidentals etc.** These costs are paid to traveler as a reimbursement after travel is complete. Each traveler must have a Lawson vendor number for reimbursement.

Lawson requisition for reimbursement must have the following documents in Attach IT:

<ul style="list-style-type: none"> <li>• Grant justification (if using grant funds)</li> </ul>
<ul style="list-style-type: none"> <li>• Request for Travel Form with all approved signatures and TAN number</li> </ul>