

# Instructions for Reserving Hotel Rooms and Travel

PLEASE READ, PRINT AND SAVE THE FOLLOWING GUIDELINES FOR HOTEL/MOTEL RESERVATIONS, REGISTRATION FEES, AND MONTHLY EXPENSE FORMS.

## Room Reservations:

Step 1: Follow process to obtain approval for professional leave.

Step 2: Decide on what hotel you will be staying at, be aware of the cost.

Step 3: Make reservation.

- A. Reserve directly with hotel, not through a third party booking agency (ie. Expedia, Orbitz).
- B. Reservation must be made to Kirksville R-III School District, 1901 East Hamilton, Kirksville, MO 63501, with phone number of 660/665-7774. Your name should be given as the guest staying, but not the main name on the reservation.
- C. Make sure the hotel knows that we are a tax exempt organization. If you need us to send a tax exempt letter to the hotel please send us the fax number or e-mail address.
- D. You will need a credit card number to make the reservation. You are required to check out the District credit card to pay for the room, but you have two options for **making the reservation**.
  1. Use your own card to reserve the room, but then will need to make sure when you check-in to the hotel that you change the reservation over to the District card number.
  2. Use the District credit card to reserve the room, by coming to Central Office and making the reservation on one of the CO's computers or phones at any time from 7:30am to 4:00pm.
- E. When completed, immediately give the hotel name, location, phone number, names of those staying, purpose of trip, dates of stay, cost of room, and confirmation number(s) to your building secretary for preparation of the purchase order.

Step 4: The credit card will need to be obtained from central office on the date of your reservation. If you need to pick-up the card the day before, because of early morning travel (before 7:30am), please make prior arrangements with central office staff to make sure the card is ready for you.

Step 5: Hotel check-in.

- A. Verify the reservation is in the District's name.
- B. Verify the hotel is using the District's credit card number for the charge.
- C. Only room charges will be approved (no room service, phone charges, movies, etc.).

Step 6: Hotel check-out.

- A. Make sure you obtain an **itemized receipt**.
- B. Please **review the receipt** to make sure charges are correct before leaving the hotel.

Step 7: **The credit card must be returned to central office the day following check-out or the first working day if this falls on a weekend. The credit card and hotel receipt must be turned in together.**

**Registration Fees:** Please plan ahead by making certain a PO has been submitted for all registration fees prior to your travel. DO NOT put registration fee on a credit card and expect to be reimbursed by the District.

**Monthly Expense Forms:** All meals and mileage expenditures need to be submitted on an expense form (please see form for maximum meal reimbursement). Mileage is paid from the District to your event (not from your home). You must have original **itemized** receipts (not the credit card copy) with vendor name on the receipt (NO COPIES). You may not use the District's credit card for meals. Attach all receipts to your expense form and submit during the month you travel. Checks are cut, approved, and only available following each monthly Board meeting. All expense forms with receipts must be at Central Office by the 25th of each month for approval and reimbursement at the next Board meeting.

If you have any questions please check with your building secretary for clarification.