

# Interoffice Communication

DATE: June 7, 2018  
TO: All District Administrators  
FROM: Kurt Prusse, Director of Purchasing  
SUBJECT: Temporary Travel Request Procedure

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Attention District Administrators:

Our travel buyer, Stephanie Nicholson, will be out of the office from Wednesday, 6/6/2018 returning 6/20/2018. She will be unable to secure travel estimates, book employee or student travel during her time off. However, employee travel ***must*** still be entered into the Skyward generated form for supervisory approval before travel arrangements can be booked. The following options and procedures are in effect only during her absence. After the 20<sup>th</sup> of June, all employee travel must go through the district travel buyer.

## District Employee Travel

After entering in a Skyward travel request there will be three options:

- 1.) Do nothing and wait for Stephanie to return if travel dates are far enough in advance to reasonably book (generally 14 to 21 days) before departure.
- 2.) Gather estimated costs on your own and submit to Kurt Prusse in Purchasing to input into the Skyward travel request form ***before*** being sent to your supervisor for approval. After receiving the Skyward generated approval, proceed to book the travel. Remember, travel expenses are only estimates, so if they are significantly higher than what has been approved, seek additional approval from your supervisor before finalizing reservations.
- 3.) Employees can book hotel reservations and flights with the Utah Travel Department by emailing [statetravel@utah.gov](mailto:statetravel@utah.gov) with the requested travel details. The state will charge standard fees for airfare when applicable. They will not do any student groups or book employees as a group. Multiple travelers going to the same destination can be submitted at the same time, but they will be treated as separate requests, so travel departure and return times may be different. The State Travel Department will not book airport shuttles, conference registrations, or rental cars. ***Hotel and airfare only.***

## **Student Group Travel**

- 1.) New Travel Request (Out-of-State) - Do nothing and wait for Stephanie to return or contact Purchasing for options.
- 2.) New Travel Request (In-State) – Contact Purchasing for assistance
- 3.) Currently scheduled travel groups – Contact Purchasing for assistance

If you have questions regarding travel related requests, please contact Kris Wishart in the Purchasing Department at ext. #88708.

Sincerely,

Kurt Prusse  
Director of Purchasing