



Escondido Union High School District

District Service Center

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H. Steven Boyle, Superintendent

BOARD OF EDUCATION

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July 1, 2017

To: District-wide Staff
From: Sheri Walden, Director of Purchasing
RE: American Express Travel Program

We are pleased to announce the American Express Global Business Travel Program the District is implementing. Your airline, hotel and conference registrations will now be made by the Purchasing Department.

Instructions to be followed **30 Days prior** to attending conference:

1. Originator completes Travel Conference Authorization & Claim Form and Traveler Information Form with estimated costs for hotel and airlines. Incomplete forms will be returned to the Originator.
2. Department head or site administrator forwards form to April Moore for remaining approvals and processing.

Travel arrangements will be made according to the guidelines stated in Board Policy and Administrative Regulation 3350 and Section 903.0 in the Teacher's Handbook.

Airline/Hotel Reservations:

- Reservations will be made for employees only
- Lowest available fare will be acquired, no upgrades or extended stays
- Itinerary and tickets will be emailed directly to the employee upon completion of reservation

Please contact Purchasing as stated below to avoid being held personally responsible for expenses:

- If you are unable to attend a conference, please find a replacement or notify Purchasing so they can make every attempt to cancel your reservation to obtain a refund. You must also notify your principal or supervisor.
- If you become ill at the last minute and lodging has been reserved for you, you must contact Purchasing immediately so they can cancel the lodging reservations (otherwise, you will be charged for the first night).

If travel requires the purchase of airline tickets, you must use them; otherwise, you will be responsible for the cost of the ticket.

If you plan on an extended stay or taking a family member on your trip, you will have to make all travel arrangements and payment on your own. Reimbursement for employee expenses will be made upon completion of travel per the District guidelines stated in Board Policy and Administrative Regulation 3550.

Jessica Belmont, Purchasing Clerk/Travel Advisor, is the point of contact for this travel program. Please contact her with any travel questions you may have at jbelmont@euhsd.org or by phone at (760) 291-3228.

Thank you for your cooperation and participation in this exciting program.