

Travel and Conference Process

This form is available on our website at:
www.smbd.org > business > travel and conference

1

Submit Conference Form

Approval

Submit Conference Attendance and Reimbursement Request form and obtain supervisor approval (Part I)



2

Enter Requisition in Escape for Purchase Order

Vendor Name: US BANK
 Choose Vendor #2801



Car Rental & Fuel

Hotel Reservation

Conference Registration

4

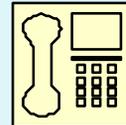
Pick up Travel Card from Purchasing

The day before travel, bring the signed copy of the purchase order to the Purchasing Office at the Souza Center to check out a Travel Card.



Make Reservations

Call hotel to make reservations, register for conference, call Enterprise car rental (follow car rental instructions).



3

5

Save All Receipts in Travel Pouch

Use Travel Card to pay for hotel, car rental, fuel, parking and save all receipts in Travel Pouch (follow the Travel and Procedure Guidelines provided in the pouch)



6

Return Travel Card Promptly

Bring all receipts and the Travel Card back to purchasing the day after completion of travel



7

Complete Conference Attendance Form

Complete Travel and Conference form (Part II) and submit for food reimbursement and other expenses not allowed with the Travel Card

Using the Travel Card is a privilege, please be conscientious with its use. If you are unsure about using it for an expenditure, refer to the Travel Card Procedures for guidance or call the purchasing (805) 361-8175/8176 or business office (805) 361-8136/8138.