Professional Development/Travel
How to Create Purchase Requisitions

Visit OKCPS Website – Staff Tools – District Travel Process & Forms (Orange Button) for PD/Travel Forms and Instructions.

Create PD/Travel PR as follows:

Create ONE (1) PR per Trip with one (1) line for each item....
Each PR will include all items necessary for the PD/Travel which includes:
Conference Fees, Airlines, Hotel, Per Diem and Incidental for each Attendee/Traveler.
(This is the **only time** a PR will have **multiple** Vendors referenced)

The Date, Conference Name and City, State must be on ALL lines of the PR, because the PR will be divided into multiple POs depending on the number of Vendors.

The Number of Lines will depend on type of funding used and number of attendees.)
(i.e. Principals and Teachers are on separate lines due to funding G/L (General Ledger) Codes)

Per Diem Calculation – Visit GSA Website for M&IE (Meals & Incidentals expense) amount for the City Location of the Conference multiplied by the number of full days plus half a day (1/2) each for the first and last day of travel. (Set Rate Amount per Day – will not reimburse for 'meals')
(i.e. ½ day of travel to get there, total days of the Conference, and ½ day of travel to return)

PR Line Details: Abbreviate as much as needed to accommodate details—use date format (MM/DD-DD/YY)
First Line: Registration
In Short Text – Date, Conference Name, City, State - Registration
(Add Name(s) of each Attendee/Traveler in the **Item Text**) – Quantity (Total Number of Attendees/Travelers x $ Amount of Conference) and the Net Price is $1.00 – Vendor Number will be the Conference Vendor Number.

Second Line: Air
In Short Text - Date, Conference Name, City, State - Air
(Add Name(s) of each Attendee/Traveler in the **Item Text**) – Quantity (Total Number of Attendees/Travelers x $ Amount of Flights- Plus Service Fee Amount) and the Net Price is $1.00 - Vendor Number will be the Travel Agent (Journey House) Vendor Number.

Third Line: Hotel
In Short Text - Date, Conference Name, City, State – Hotel
(Add Name(s) of each Attendee/Traveler in the **Item Text**) – Quantity (Total Number of Attendees/Travelers x $ Amount of Flights- Plus Service Fee Amount) and the Net Price is $1.00 - Vendor Number will be the Travel Agent (Journey House) Vendor Number.

Fourth Line: Per Diem (for first attendee/traveler)
In Short Text - Date, Conference Name, City, State – Per Diem
Quantity (Amount of the Per Diem) and the Net Price is $1.00 - Vendor Number will be the Individual Attendee/Traveler's Employee ID Number.
In the **Item Text** enter number of days at ($) per day= $

Fifth Line: Incidental (for first attendee/traveler)
In Short Text - Date, Conference Name, City, State – Incidental
Quantity (Amount of the Incidental) and the Net Price is $1.00 - Vendor Number will be the Individual Attendee/Traveler's Employee ID Number.

Sixth Line: Per Diem (for second attendee/traveler)
In Short Text - Date, Conference Name, City, State – Per Diem
(Quantity (Amount of the Per Diem) and the Net Price is $1.00 - Vendor Number will be the Individual Attendee/Traveler's Employee ID Number.
In the **Item Text** enter number of days at ($) per day= $

Seventh Line: Incidental (for second attendee/traveler)
In Short Text - Date, Conference Name, City, State – Incidental
Quantity (Amount of the Incidental) and the Net Price is $1.00 - Vendor Number will be the Individual Attendee/Traveler's Employee ID Number.

CONTINUE TO ADD Per Diem and Incidental Lines for **EACH** of the Attendees/Travelers.

Required Attachments must be uploaded to the PR ***

Approved PD Travel form for each Attendee/Traveler (**All necessary signatures** must be obtained)
Travel Agent (Journey House) quote for flights and hotel arrangements
Conference Cost
Conference Agenda
Per Diem Calculation (print GSA screen showing the City's M&IE)