

# Oklahoma City Public Schools

## Travel Workflow

Revised 8/2017

---

### (Minimum of 30 days Prior to Travel)

Traveler completes & forwards to Travel Agent's Request for Travel Quote Form, who will obtain quotes for Hotel/Airlines.

**1) Travel Event Planning** - Travel is Identified and Quotes are obtained

**Conference Hotel Rates**

- a. Traveler pays for Hotel directly, or
- b. Hotel accepts PO and bills District, or
- c. Traveler contacts Purchasing for use of P-Card (*last resort*).

*If using method 1c skip 3, 5, 6, and 7 below. Forward all documentation to Anna Champion.*

- 2) Purchase Requisition (PR) (U Draft Status)** - PR Requestor enters PR in draft mode (U Status) into SAP to establish PR number for PD/Travel Request Form.
- 3) PD/Travel Request Form** - Traveler completes PD/Travel Request form & routes it, with Conference Agenda attached, for approval signatures.
- 4) Purchase Requisition (PR) (K Status)** - PD/Travel Form returned approved - PR Requestor moves PR to K Status and approved PD/Travel Request Form and Conference Agenda is attached to the PR. *(PD/Travel Form & Agenda must attached to PR for Buyer to convert PR to PO)*
- 5) PR Approval (Release Strategy)** - PR is approved / released in SAP according to release strategy.
- 6) PR Converted to Purchase Order (PO)** - After PR is approved and form is received in Purchasing, the Buyer converts PR into POs and forwards POs to Vendors. Buyer attaches PD/Travel Form as an attachment to the PO.
- 7) Travel Arrangements/Conference Registration** - PR Requestor registers Traveler for the Conference. Traveler books hotel/flights if paying for them directly.
- 8) Expense Reimbursement (within 10 days of the completion of the travel event)** - Traveler submits Expense Reimbursement (or Mileage) form with original itemized receipts & routes for approval signatures.
- 9) Goods Receipt** - After verifying travel, PR Requestor GRs all POs in SAP.
- 10) Invoice Receipt** - Expense reimbursement forms and receipts submitted to Accounts Payable Department to process for payment.