

VISA Check out Procedure for District Travel

1. The District Purchasing Agent will make the hotel reservations, using one of the cards established for District Travel to secure the room. That card will be noted and provided to the staff member when they check out the card for the event. This card should be used **only** for lodging and ground transportation cost (not including fuel)
2. The VISA cards are to be used for travel related expenses only. If the VISA card is used inadvertently for an employee's personal expense the funds will be withheld from the employees next pay check.
3. The district VISA card is not to be used to purchase alcohol. If a charge related to alcohol is made, the employee's paycheck will be deducted.
4. Upon return from the PD trip the staff member who received the VISA card will return it to the BOE with all Itemized receipts, and the hotel folio. Each receipt should be signed by the staff member who was responsible for the card. The card should be returned, in person or in the drop box no later than 48 business hours of the trip return time.