

## Travel Arrangements for Meetings/Conferences

Travel Faire, an Omaha based travel agency, will now handle all air travel arrangements for Council Bluffs Community School District employees. The consultants assigned to our district are Cheryl, Carol, and Julie. All air travel should be coordinated through these Travel Faire consultants. Listed below is a step-by-step process of how to book your air travel. Please follow these steps every time you book air travel through the district. Lodging and car rentals can also be booked through Travel Faire, but this is not a requirement. Most conferences and meetings are tied to specific hotels, so it would be beneficial for employees to book their lodging directly.

1. Obtain approval from the appropriate administrator to attend an event. Necessary leave forms need to be completed and approved in advance.
2. Call Cheryl, Carol, or Julie at Travel Faire at 397-6900 to book air travel. You will receive a trip itinerary via e-mail upon making your arrangements. You need to check it immediately to ensure its accuracy, as there is a 24 hour window for you to correct it or make changes.
3. E-mail Mike Bell at [mbell@cbscd.org](mailto:mbell@cbscd.org) within 24 hours of booking with Travel Faire to inform him of your trip.
4. Complete a requisition form and once approved by your supervisor return to Jan Ferris in the Purchasing Department at ESC. The form must include the dates of the trip, the conference/meeting you are attending, and list US Bank as the vendor as they will be the payee for all charges.
5. Once you receive a copy of the purchase order, review the information and if accurate sign and date it. Return the purchase order along with a copy of your itinerary to Becky Halstead in the Accounts Payable Department at ESC. It would be a good idea to keep a copy of the purchase order/itinerary for your records.
6. Should there be a change in your travel plans more than 24 hours after booking, please notify Mike Bell by email. Most airline tickets are non-refundable; however in some cases we may be able to change them for future employee travel.
7. When traveling, if you experience a serious delay or flight cancellation and you do not feel the airline is very responsive, please call Travel Faire. You can reach them at 397-6900 if you are in Omaha or 1-800-992-8438, and their consultants will do everything possible to arrange a timely flight.

If you have any questions please contact Mike Bell, 328-6411, [mbell@cbscd.org](mailto:mbell@cbscd.org)

Thank you.