

Maricopa Unified School District #20



Employee Use of Travel Agency

Utilization of the district-paid travel agency requires prior authorization from site/department leadership as well as Business Services.

Air, lodging, car reservations will be booked on your behalf in accordance with State of Arizona Accounting Manual (SAAM) Chapter 50 guidelines.

Conference registration costs will not be booked via travel agency and must be booked via PO.

Travel Details

Employee Name: _____

Department: _____

Dates of Travel: _____

Destination: _____

Services Requested: Airfare Hotel Rental Car

I, _____ understand by utilizing the District travel agency, all costs associated with this trip are to be repaid to Maricopa Unified School District if I am unable to attend this travel.

Employee Name

Title

Employee Signature

Date

Approved ▾	_____	_____
	Supervisor Name	Title
	_____	_____
	Supervisor Signature	Date