

Student Group Travel Airfare Procedures

The District has contracted with ARTA Travel to provide group airfare reservations. A Student Field Trip Form still must be completed by the trip sponsor.

Procedure to make airfare reservations:

1. Find a price for the flight online and create your requisition in CougarMart based on that price. Create the requisition using the Open PO format, entering a not to exceed dollar amount for “all” of the tickets as the quantity and a unit price of \$1. (i.e. If you are purchasing 10 tickets estimated at \$300 each, the quantity would be 3,000.)
2. A copy of the preapproved Student Field Trip Form needs to be included as an Internal Attachment to the requisition.
3. Reference the Student Field Trip Form number in the Internal Notes field of the requisition.
4. On the Field Trip Form, list ARTA as the “Airfare/Payee”
5. Contact Steve Wood at ARTA travel at 972-422-4000 or stevewood@artatravel.com.
6. Provide ARTA with travel details: requested departure and arrival dates and times, traveler names and demographic information. The District’s travel standards are still applicable. No first class travel, no additional fees for preferred seating or boarding.
7. ARTA will provide you with an estimated cost and flight information. Each airline has different rules for holding reservations. Steve at ARTA will let you know the rule based on the airline being used, but typically, this is only 24 hours.
8. Once the requisition is routed through the appropriate approval chain and approved, a Purchase Order will be generated and sent to ARTA Travel.
9. ARTA will finalize the airfare reservations when a Purchase Order is received and will then forward confirmation paperwork. Please be advised that ARTA will not book flights until a Purchase Order has been received.

10. Once airfare confirmation paperwork is received from ARTA, log into Banner and create a Receiver against the Purchase Order.
11. Depending on when you submit the Student Field Trip Form to Accounts Payable for payment, the prepay amount will either be the amount of the open PO or the amount of the confirmed airline reservations, as stated on the confirmation paperwork. Accounts Payable will pay the amount invoiced by ARTA.
12. The Student Field Trip Form must be submitted to Accounts Payable to process all Prepay items: airfare, lodging, meals and registration.
13. Arta Travel charges a service fee of \$30 per ticket. Historically, the airfare rates that Arta has been able to secure for the District have been considerably lower than the airfare rates found by the departments online searches.