

# Information needed on a TRAVEL PO Requisition

1. First and Last Name of Traveler
2. All dates of travel
3. Name of Training
4. City traveling to
5. Specific expenses (meals, lodging, parking, etc)

First 4 items will be in the Master Information.

All 5 items will be in the Detail Line information.

Please make sure all information is entered in the order requested.

https://gb.snyderisd.net/ - Requisition Detail Lines/Accounting - Internet Explorer

### Requisition Detail Lines/Accounting

Requisition Master Information | Requisition Detail Lines/Accounting

#### Requisition Detail Lines/Accounting

**Requisition Master Information**  
Batch Number: **31**  
Requisition Number: **0000080955**  
Group: **(650) TRAVEL - AD BUILDING**  
Fiscal Year: **2018 - 2019**  
Vendor: **COMMERCE BANK**  
**811 MAIN STREET FL 1ST**  
**KANSAS CITY MO 64105**  
Accounting: **Account allocation by each requisition detail line.**  
Amount: **700.00**  
Ship To: **SNYDER ISD - ADMINISTRATION**  
Description: **Kitty Welch / 08/01-04/19 Skyward Training / San Antonio**

**Requisition Detail Line Items**  
Views: **General** Filters: **Skyward Default Clone**

Line	C: Description	Quantity	U of M	Unit Cost
100	Kitty Welch / 08/01-04/19 Skyward Training / San Antonio / <b>Meals</b>	1		150.00000
110	Kitty Welch / 08/01-04/19 Skyward Training / San Antonio / <b>Lodging</b>	1		450.00000
120	Kitty Welch / 08/01-04/19 Skyward Training / San Antonio / <b>Parking</b>	1		100.00000