

Job Title:	Travel Specialist	Wage/Hour Status:	Hourly
Reports to:	Payment Services and Travel Supervisor	Pay Grad	306
Dept./School:	Financial Services	Date Revised:	March 28, 2023

Primary Purpose

Responsible for the coordination and travel accommodations of District employees, students and key stakeholders. accuracy and reliability of travel documentation. Promote operational efficiency and provide continuous support to departments, campuses, outside agencies, and other stakeholders. Adhere to federal, state, and local laws, as well as to district policies, procedures, and regulations.

Qualifications

Education/Certification

High School Diploma/GED

Special Knowledge/Skills

- Passing score on District's clerical SET test, if applicable
- Strong organization, communication, public relations, and interpersonal skills
- Knowledge of Microsoft Office 365 , Adobe Acrobat
- Knowledge of computer technology and data entry
- Strong knowledge of budgeting and accounting principles
- Knowledge of the U.S. General Services Administration guidelines

Experience

Three-(3) years related experience

Major Responsibilities and Duties

1. Review and process District travel requests accurately and in accordance with District timelines.
2. Stay abreast of updates on travel per diem rates and mileage rates as required by the U.S. General Services Administration.
3. Provide support and assist in resolving travel-related discrepancies with campuses and central office administrators.
4. Reconcile monthly expense voucher expenditures with approved travel requests.
5. Prepare and submit employee travel reimbursements to Accounts Payable on a weekly basis.
6. Work closely with the Athletic Department to ensure athletic travel advances are processed accurately and in a timely manner.
7. Review, update, and approve new in-city mileage routes for approval.
8. Perform monthly processing and approving of district wide in-city mileage submissions.
9. Provide continuous training to District employees on how to enter travel requests, expense vouchers, and in-city mileage.
10. Promote positive community relations through effective communication and maintain good rapport with District employees at organization levels.
11. Modify the District's travel and in-city mileage manuals as needed communicate policy/procedural changes to departments and campuses.
12. Work independently receiving a minimum of detailed supervision and guidance.
13. Prepare cost comparative analyses to substantiate effective and efficient use of District funds.
14. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District procedures.
15. Act as a liaison with District-approved hotels, airlines and ground transportation vendors to ensure travel arrangements are within GSA rates and safety guidelines.
16. Assist the Payment Services & Travel Supervisor with the monthly reconciling of credit card transactions and invoices from state contracted car rental agencies.
17. Assist with the compiling and submitting of travel and in-city mileage documentation, as requested by internal or external auditors.

- 18. Assist supervisor with special projects, as needed.
- 19. Collaborate with the Divisions of the Financial Services Department
- 20. Monitor the division communication center by answering telephones, directing calls, and receiving messages.
- 21. Maintain confidentiality of sensitive District matters handled by the Financial Services Department
- 22. Assist Payment Services Analyst with processing Cardholder Account Forms and other clerical duties.
- 23. Maintain an established filing system by preparing files and placing documents in the appropriate files.
- 24. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computers, scanners, projectors, printer, fax machine, copier and calculator.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; be able to accept spontaneous occurrences, change and sometimes difficult predicaments; occasional prolonged and irregular hours, repetitive hand motions, prolonged used of computer.

Terms of Employment

221 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.