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# Example of Travel Technician Job Description

Our company is growing rapidly and is hiring for a travel technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for travel technician

* Serve as a resource for interpretation of the University’s purchasing policies and procedures
* Submit vendor invoices to Accounts Payable for payment
* Assist faculty, staff and students with PCard and KFS Shop Catalogs transactions
* Process travel documents (authorization and voucher)
* Develops and tests complex user documentation
* Basic and understanding of Windows desktop and Server operating systems, Active Directory
* Process all travel claims and relocation claims for Department employees by reviewing forms for accuracy and compliance with State travel rules, regulations, and procedures, and with Federal IRS rules
* Provide travel-related guidance to staff by answering their questions, ensuring that all travel-related information on the website is current and understandable, sending out agency-wide informational emails, and periodically preparing and delivering training to agency staff
* Prepare payment requests and send to third parties for reimbursement of travel claims for all travel that will be reimbursed by third parties
* Review and approve all travel advance requests for accuracy

## Qualifications for travel technician

* Central Service certification
* Active Radiology Technician license
* You have experience in Customer Relations with emphasis of customer facing interactions
* You have experience with aircraft return to service and inspection procedures
* You have the ability to effectively and accurately communicate in both written and verbal form on individual and / or aircraft status with customers at all level
* You own Basic set of hand tools with the ability to demonstrate Inventory & control of tools