



Midland Independent School District Travel Folder Checklist

Name of Traveler: _____ TC# _____ UID# _____

Date of Trip: _____ PO: _____

City, State _____

- Credit Card – To be used for hotel room and tax, parking (no tax), fuel if in a rental or MISD vehicle.
- Attach all original itemized receipts for fuel, hotel, etc.
- Please tape receipts to a sheet of paper, with scotch tape. Do not use packing tape. Do not mark on or highlight on the receipts. You are required to get hotel folio upon check out.
- Include this checklist for submission.

Instructions for Credit card users experiencing issues:

Call the Wells Fargo help desk 800-932-0036(# on back of card) Listen to message, then select option #2, Listen to message, then select option #2. You will be asked to provide the full credit card number and unique id number. Wells Fargo will be able to assist you. The cards are chip enabled, which require the card to be inserted. **Do not swipe.** The vendor can enter the card number manually if the card reader is not able to read the card number. Call or text 432-894-6050 if you need additional assistance. Please leave message and your name at the number.

*Receipts You must return travel folder and travel credit card with all receipts within 3 business days after trip to avoid us contacting your supervisor.

****Hotel If you will not be able to check in on date of arrival at hotel contact hotel to avoid charge.**

X

Signature

Date