

**Midland Independent School District
Professional Travel Requisitions**

Travel Checklist:

- Requisition must be a blanket PO
- Required detail line items on Requisition (if applicable)
 - CC (963.64) - Registration fee for event
 - CC (993.56) - Hotel - * **Reference federal funds requirements below**
 - CC (993.61) - Flight
 - CC (993.67) - Auto Rental
 - CC (450.15) - Fuel
- Attachments uploaded to Requisition (if applicable)
 - Approved Travel Request Form:
 - In-State [Travel Request Form-Local Funds](#)
 - Approval Path: Traveler, Supervisor
 - Out of State [Travel Request Form-Out of State/Country](#)
 - Approval Path: Traveler, Supervisor, Superintendent
 - Even registration information (provide login credentials if needed)
 - Hotel: Provide 1st/2nd Choice
 - Flight: Date/Times of departure/return
 - [Flight Refund Letter](#)
 - [Auto Rental Estimate](#)

Federal Funds additional requirements:

- Required detail line items on Requisition (if applicable)
 - Hotel: **a federal and a local budget account required**
 - [GSA Rate Sheet for Hotel](#)
- Attachments uploaded to Requisition (if applicable)
 - Approved Travel Request Form:
 - In-State [Travel Request Form-Federal Funds](#)
 - Approval Path: Traveler, Supervisor, Federal Funds Coordinator
 - Out of State [Travel Request Form-Out of State/Country](#)
 - Approval Path: Traveler, Supervisor, Federal Funds Coordinator, Superintendent
 - [ESSER Forms](#)
 - [SAM.GOV for Hotel/Wells Fargo/Event etc...](#)

******Check hotel folio for no state taxes , have hotel foilo sent to travel@midlandisd.net.*******