

**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
 - CC (993.61) - Flight
 - CC (993.67) - Auto Rental
 - CC (450.15) - Fuel
- ☐ Attachments uploaded to Requisition (Required)
 - Approved Travel Request Form: (following link will include the Flight Refund Letter, & Auto Rental Options)
[Professional Travel/Expense Form](#)
 - Event registration information (provide login credentials if needed)
 - Hotel: Provide hotel confirmation or hotel estimate
 - Flight: Date/Time of departure and return or receipt if flight already paid by employee

Federal Funds additional requirements:

- ☐ Required detail line items on Requisition (if applicable)
 - Hotel: **a federal and local budget account is required**
 - [GSA Rate Sheet for Hotel](#)
- ☐ Attachments uploaded to Requisition (if applicable)
 - Approved Travel Request Form:
[Professional Travel/Expense Form](#)
 - CIP Form (Provided by Federal/State)
 - [SAM.GOV for Hotel/Wells Fargo/Event etc...](#)

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