

**WEST POINT CONSOLIDATED SCHOOL DISTRICT  
TRAVEL CARD FORM**

**VENDOR #811688**

**VENDOR NAME: US BANK NATIONAL ASSOCIATION**

**ACCOUNT NUMBER TO BE CHARGED: \_\_\_\_\_-900 \_\_\_\_\_ 000 - \_\_\_\_\_ - \_\_\_\_\_**

<b>EMPLOYEE NAME:</b>
<b>CONFERENCE OR WORKSHOP ATTENDING:</b>
<b>LOCATION:</b>

**HOTEL INFORMATION:**

NAME OF HOTEL:
RESERVATION OR CONFIRMATION #:
DATES OF OVERNIGHT STAY:
HOTEL PHONE NUMBER:
AMOUNT OWED: \$

**\*attach a copy of the email confirmation from hotel**

<b>OTHER TRAVEL INFORMATION (if applicable):</b>
<b>1. AIRFARE:</b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER OR WEB ADDRESS:
AMOUNT OWED: \$
<b>2. CAR OR VAN RENTAL:</b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$
<b>3. PARKING:</b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$

**\*attach email confirmation for any of the above (#1,2,3)**

**(This form must be printed on orange paper)**