

PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING

*****Contact your Administrative Assistant before starting this process*****

All paperwork regarding travel should be done no later than two (2) weeks in advance.

The day before or day of is not enough time to process everything that needs to be completed.

Travel Card Form Instructions- (must be printed on **orange paper**)

- After the Request for Leave (blue form) is approved, employees can make their hotel reservation using their personal card if no stipulations apply.
- If lodging will be paid for by Federal Programs or Athletics, check with those Departments **BEFORE** making a reservation.
- If it is a casino or resort hotel, **DO NOT** reserve with a personal card. Complete the information on the form minus the confirmation number and attach a copy of the approved blue form. The reservation will be made solely using the Travel Card.
- Complete the first two sections of the form; attach a copy of the approved blue form and the emailed confirmation from the hotel.
- **DO NOT** use sites such as Expedia, Hotwire, Travelocity, etc. to make hotel reservations. Book directly with the hotel.
- The form should be given to the Administrative Assistant at the employee's school to add the account codes and submit to Central Office.
- Accounts Payable will request a credit card authorization from the hotel to request the charges be applied to the District's Travel Card. A tax-exempt letter will also be provided to the hotel for exemption if in the state of MS.
- Employees must still provide their own personal card upon check in for incidentals.
- **BEFORE** leaving the hotel, check the hotel receipt to ensure the employee's personal card was not charged and to ensure no taxes were added if the hotel stay is in the state of MS. If an employee submits a hotel receipt for a MS stay with tax included, the employee will be requested to reimburse the District for the charge.
- A copy of the hotel receipt should be sent to the Department that handled the payment immediately upon return from the trip. A copy of the receipt also needs to be kept and attached to the reimbursement form if there are any reimbursable expenses.

If you are unclear about any of these instructions, please contact the Administrative Assistant in your building or Accounts Payable at ext. 1007 or wpap@westpoint.k12.ms.us.

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

VENDOR #740000

VENDOR NAME: UMB FINANCIAL CORPORATION

ACCOUNT NUMBER TO BE CHARGED: _____ -900 _____ 000 - _____ - _____

EMPLOYEE NAME:
CONFERENCE OR WORKSHOP ATTENDING:
LOCATION:

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**

OTHER TRAVEL INFORMATION (if applicable):

1. AIRFARE *

COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER OR WEB ADDRESS:
AMOUNT OWED: \$

2. CAR OR VAN RENTAL *

COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$

3. PARKING *

COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$

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