



Midland Independent School District Professional Travel Reimbursement

Checklist:

- Original Professional Reimbursement Form, completed and approved.
- Attach a copy of the Approved Request for Travel
 - Submitted thru DocuSign prior to travel
- Attach proof of attendance, one of the following:
 - Certificate
 - Name badge
 - Agenda with your name on it/signed by you
- Attach all original itemized receipts for that you have paid out of pocket.
- Examples: Uber, parking etc.
 - Please tape receipts with scotch tape, do not use packing tape
 - Do not highlight anything on the receipts
- Include the checklist