

## **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 meals, fuel, hotel, etc.
  - Please tape receipts with scotch tape, do not use packing tape
  - Do not highlight anything on the receipts
- Include the checklist