

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

**VENDOR #740000**

**VENDOR NAME: UMB FINANCIAL CORPORATION**

**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: \$
<b>*attach a copy of the email confirmation from hotel</b>

<b>OTHER TRAVEL INFORMATION (if applicable):</b>
<b>1. <u>AIRFARE:</u></b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER OR WEB ADDRESS:
AMOUNT OWED: \$
<b>2. <u>CAR OR VAN RENTAL:</u></b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$
<b>3. <u>PARKING:</u></b>
COMPANY NAME:
RESERVATION OR CONFIRMATION #:
PHONE NUMBER:
AMOUNT OWED: \$
<b>*attach email confirmation for any of the above (#1,2,3)</b>

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