

# HOTEL REQUEST FOR CHECK

Date Needed \_\_\_\_\_  
\_\_\_\_\_ Will Pick Up Check  
Send Check to mv Campus

Responsible Teacher: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Check in Date: \_\_\_\_\_ Check out Date: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

\*\*\*PLEASE ATTACH HOTEL CONFIRMATION\*\*\*

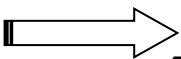
\*\*\*PLEASE ATTACH LIST OF ALL GUESTS\*\*\*

- Reimbursed at \$85 per night for 1 person when sharing a room with other employees; \$100 per night when staying alone in a room.
- Employee should always request the state rate when making a reservation.
- Employee should always take a hotel tax exempt certificate with them; WISD pays no State and/or Occupancy Tax.

TEACHER/EMPLOYEE: # of Rooms: \_\_\_\_\_ x # of nights \_\_\_\_\_ x rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Teacher Budget Code: \_\_\_\_\_ - \_\_\_\_\_ - 6411 - \_\_\_\_\_ - \_\_\_\_\_ - X \_\_\_\_\_

STUDENT(s): # of Rooms: \_\_\_\_\_ x # of nights \_\_\_\_\_ x rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Student Budget Code: \_\_\_\_\_ - \_\_\_\_\_ - 6412 - \_\_\_\_\_ - \_\_\_\_\_ - X \_\_\_\_\_

Check will be made payable to the hotel. TOTAL AMOUNT DUE ..... \$ \_\_\_\_\_



**RECEIPT SHOWING FINAL AMOUNT PAID and ALL UNUSED FUNDS SHOULD BE RETURNED TO THE BUSINESS OFFICE**

I certify that the above request is true and correct: \_\_\_\_\_ (employee signature)

ADMINISTRATOR APPROVAL:  
Principal: \_\_\_\_\_ Business Manager: \_\_\_\_\_