

## BARNWELL SCHOOL DISTRICT 45 VEHICLE TRIP RECORD/TRAVEL REIMBURSEMENT IN-DISTRICT TRAVEL

This trip record sheet is to be used for recording all mileage when a privately-owned vehicle is used, and the mileage cost is authorized to be reimbursed. Use one line for each stop made by the vehicle.

DATE	FROM	TO	TRIP MILES
	,		
Name: Signature Required		VendorNumber:	
	Signature Required		
School Name:		Total Miles@	.67 =
I certify that the above amount is true and the expenses incurred were for official business.			
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		Assistant Superintendent, Chief Financial Officer,	
		Departme	ent Head
District Office Approval:		Date:	