WEST JEFFERSON HILLS SCHOOL DISTRICT TRAVEL & EXPENSE REPORT

2023

NAME			MONTH					
FORWARD CHECK TO				BUDGET ALLOCATION				
DATE	FROM	1	го	TOTAL MILES	MEALS	PARKING	OTHER	
	<u> </u>				<u> </u>			
	 				<u> </u>			
						+ +		
					<u> </u>			
	<u> </u>				 			
	 					+		
		+				+		
				<u> </u>	<u> </u>			
	<u> </u>			<u> </u>	<u> </u>			
						+		
		+				+ +		
		<u> </u>				<u></u> !		
	<u> </u>			<u> </u>	<u> </u>			
				<u> </u>	<u> </u>			
	 				<u> </u>	-		
		+				+		
			TOTAL MILES					
Employee Signature Date			PER MILE	0.655				
Supervisor's Signature Date		Date	TOTALS					
			GRAND TOTALS					
Rusiness Manager Date		II TOTALS '	1					

Notes:

- 1. Submit report to the Business Office in duplicate not later than the third day of the month following the month in which the expenses were incurred.
- 2. No reimbursement for parking, meals, etc., unless **original** receipt is attached.