WEST JEFFERSON HILLS SCHOOL DISTRICT TRAVEL & EXPENSE REPORT

NAME				_MONTH, 2022				2022
FORWARD	BUDGET ALLOCATION							
DATE	FROM	-	ТО	TOTAL MILES	MEALS	PARKING	OTI	HER
			TOTAL MILES					
Employee Signature Date			PER MILE	.585				
Supervisor's Signature Date			TOTALS	\$	\$	\$		
Business Manager Date			GRAND TOTALS					\$

Notes: 1. Submit report to the Business Office no 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 itemized receipt is attached.