WEST JEFFERSON HILLS SCHOOL DISTRICT TRAVEL & EXPENSE REPORT

| NAME | | | | MONTH | | | | , 2022 | |
|-----------------------------|------------------|-------|-------------------|----------------|-------|---------|----|--------|--|
| FORWARI | O CHECK TO (BLDG | | BUDGET ALLOCATION | | | | | | |
| DATE | FROM | - | ТО | TOTAL MILES | MEALS | PARKING | ОТ | HER | |
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| | | | TOTAL | | | | | | |
| | | MILES | | | | | | | |
| Employee Signature Date | | | PER MILE | .625 | | | | | |
| Supervisor's Signature Date | | | TOTALS | \$ | \$ | \$ | | Г | |
| Business Manager Date | | | GRAND TOTALS | | | | | \$ | |
| Dusiness Manager Date | | | IOTALS | | | | | | |

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.