## WEST JEFFERSON HILLS SCHOOL DISTRICT TRAVEL & EXPENSE REPORT

MONTH

2024

FORWARD CHECK TO				BUDGET ALLOCATION			
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DATE	FROM		ТО	TOTAL MILES	MEALS	PARKING	OTHER
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			TOTAL MILES				
Employee Signature Date			PER MILE	0.67			
Supervisor's Signature Date		Date	TOTALS				
			GRAND				
Business Manager Date			TOTALS				

Notes:

NAME

- 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.