WEST JEFFERSON HILLS SCHOOL DISTRICT
TRAVEL & EXPENSE REPORT

NAME ______________________________ MONTH ______________________, 2021

FORWARD CHECK TO (BLDG)________________ BUDGET ALLOCATION____________________

DATE	FROM	TO	TOTAL MILES	MEALS	PARKING	OTHER

Employee Signature Date	TOTAL MILES	0			
	PER MILE	.56			
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.