

Salttillo Independent School District

TRAVEL REIMBURSEMENT

FOR

_____ (Month)

Record of Transportation and Duties Performed

(revised Jan. 2006)

All departures and arrivals from/to Salttillo ISD unless otherwise indicated						
Date	Time left Salttillo	Locations Visited	Purpose of Trip	Time Arrive	Miles Traveled	Meals or Per Diem

Total Miles for Month _____ x \$0.30 per mile= \$ _____

Total Meals or Per Diem _____ \$ _____

Total Miles With Trailer _____ \$ _____

Other Expense _____ \$ _____

Fund Account _____ \$ _____

Total Travel \$ _____

Requested by _____

Approved by _____