WYTHE COUNTY PUBLIC SCHOOLS
STATEMENT OF TRAVEL

Please submit this completed form to the School Board Office no later than the 25th of each month and by June 15th for fiscal year close out. Travel incurred from the 25th to the end of the month will carried over to the next month. Calculate approved mileage at 50 cents per mile. All credit card charges must be documented (1) by a credit card summary receipt and (2) a detailed receipt. Failure to submit both of these receipts will result in the employee reimbursing the school system for the entire cost of the charge. All requests for reimbursement when a credit card is not used must be accompanied by a detailed receipt.

Name: _____

Address: _____

Date	Description of Travel / Place of Lodging / Purpose of Trip	# of Miles	Amount of Travel (50¢ / Mile)	Meals Meal Receipts Required for Reimbursements up to $50/day	Lodging	Other	Total
	Total Each Column						

Note: Attach a copy of your itemized receipts for lodging, parking, registration, meals, and toll expenses as applicable.

I certify that the expenses listed by me were incurred on official business of the Wythe County School Board and include only such expenses as were necessary in the conduct of the business.

_____ _____
Signature of Traveler Date

_____ _____
Approved By Date

revision 07/24