

### Wilkinsburg School District

### TRAVEL EXPENSE FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_

Travel From \_\_\_\_\_

Travel To \_\_\_\_\_

Purpose of Expense \_\_\_\_\_

Budget Code \_\_\_\_\_

Date	Mileage	Tolls	Meals	Lodging	Other	Total Amount

Summary of Personal Auto Charges \_\_\_\_\_ miles @ the current IRS rate. Subtotal \$ \_\_\_\_\_  
 Mileage Amount \$ \_\_\_\_\_  
 Total Due \$ \_\_\_\_\_

I certify that the above expenses or materials were actually incurred, rendered or purchased in the fulfillment of my duties to the Wilkinsburg School District; that they do not include personal expenses and the information given of this from is true.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that I have personally examined this statement. The items of expense herein agree with reports which are on file in this office and the amounts charged are not excessive.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Finance and Operations \_\_\_\_\_ Date \_\_\_\_\_

Checks to be issued to: \_\_\_\_\_