

**Appendix D – Article VIII**

**TRAVEL REPORT**

Month of \_\_\_\_\_, 20\_\_\_\_

<b>Day</b>	<b>Destination</b>	<b>Purpose of Trip</b>	<b>Miles</b>

**TOTAL MILES** \_\_\_\_\_

Total miles \_\_\_\_\_ X current IRS rate equals amount due \$ \_\_\_\_\_

Person requesting reimbursement: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_  
(Revised 6/04)