				1					-		
	In District 1	Travel (school	ol to school)	Out of District Travel - Use Actual Leaving From and Returning To Address/School							
Date	Leaving From Use School Codes (on back)	Destination Use School Codes (on back)	Returning To Use School Codes (on back)	Leaving From	When did you leave? Before or After work?	Destination (Name and Address) Attaching mapquest is helpful	Returning To Use School Code (on back) or Address	Miles Driven	Purpose Conference Name or Reason for Travel	Other Original, Itemized receipts are required for meals, parking & other expenses-please ATTACH	\$ Dollar Amount Requested
								Total this page \$			
									iotai tilis page φ		
(Required) Employee Printed Name (Required) Employee Signature											
				CENTRAL OFFICE APPROVAL			If PDC applicable: Building PDC Rep. Signature and Date (Required)				
				CENTRAL OFFICE APPROVAL			in PDG applicable. Do nep. Signature and Date (Nequired)				
Supervisor Approval Signature and Date											
							If PDC Grace Green or Dorean Dow Signature and Date (Required)				
Please revi	ew items below a	nd Travel Regu	lation 3440 on b	ack.							
1. Send to Tra	vis Dierker at the NAC	after form is compl	ete and all appropriat	te Supervisor(s) have signed				Account Code			
	DATE - Last working of						1				
3. ORIGINAL travel expense forms required QRIGINAL, ITEMIZED receipts for meals/supplies are required.											
5. Charge code to be completed by employee or supervisor. 5. Charge code to be completed by employee or supervisor.											
6. Please submit at least every 3 months.											
7. Use the building codes (ex. <u>D-E-D shows a round trip</u> : <u>D-E shows one-way</u>) when possible or write actual mileage driven.											
8. Mileage from previous fiscal year will not be approved. 9. Form will be returned to you if not filled out correctly.											
10. Outside district travel - read # 2 of regulation on back of form to figure mileage correctly.											
10. Outside district travel - read # 2 of regulation on back of form to figure mileage correctly.											

Total Amount Requested \$_____

Effective Jan. 2024 Mileage rate=.67 cents per mile

Date Submitted _____