



LA VEGA INDEPENDENT SCHOOL DISTRICT  
 400 EAST LOOP 340, WACO, TX 76705



LOCAL TRAVEL REIMBURSEMENT REQUEST

NAME \_\_\_\_\_ LOCATION \_\_\_\_\_

ACCOUNTING CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNTING APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

| DATE | FROM | TO | MILES 1-WAY | TOTAL MILES |
|------|------|----|-------------|-------------|
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TOTAL MILES \_\_\_\_\_

TOTAL MILES X .655