BARNWELL COUNTY SCHOOL DISTRICT
VEHICLE TRIP RECORD/TRAVEL REIMBURSEMENT
IN-DISTRICT TRAVEL

This trip record sheet is to be used for recording all mileage when a privately-owned vehicle is used, and the mileage cost is authorized to be reimbursed. Use one line for each stop made by the vehicle.

DATE	FROM	TO	TRIP MILES

Name: _____
Signature Required

Vendor Number: _____

School Name: _____

Total Miles _____ @ .67 = _____

I certify that the above amount is true and the expenses incurred were for official business.

_____
Account Number

_____
Assistant Superintendent, Chief Financial Officer,
Department Head

District Office Approval: _____ Date: _____