

**WACO INDEPENDENT SCHOOL DISTRICT  
MONTHLY IN-DISTRICT EMPLOYEE TRAVEL REPORT**

Pg. \_\_\_\_\_ of \_\_\_\_\_

<b>Name</b>		<b>Empl ID #</b>		<b>Vendor #</b>		<b>Month/ Year</b>	
<b>Address</b>							
<b>City</b>		<b>State</b>	TX	<b>Zip Code</b>			
<b>Home Campus</b>							
<b>Budget Code</b>							

<b>Date</b>	<b>Location From To</b>		<b>Person Contacted</b>	<b>Reason for Visit / Official Duties Performed</b>	<b>Miles Traveled</b>
<b>Total Miles Page 1</b>					<b>0</b>

<b>Total Miles per Page:</b>										
<b>Total Pg 1</b>	0	<b>Total Pg 2</b>	0	<b>Total Pg 3</b>	0	<b>Total Pg 4</b>	0	<b>Total Pg 5</b>	0	0
<b>Total Car Mileage</b>										<b>0</b>
<b>Total Car Mileage</b>	0	@	.535	per mile	<b>Total Amt. Due</b>				<b>\$0.00</b>	

I certify that the above expenses are true and correct and were incurred by me in the performance of my official duties in accordance with the policies and regulations of the Waco Independent School District.

<b>Employee Signature</b>		<b>Date:</b>	
<b>Supervisor Signature</b>		<b>Date:</b>	