BERTIE COUNTY SCHOOLS
WINDSOR, NC

REVISED 01/01/2026

Itemized Travel Form

(Must be completed and submitted no more than 30 days after return of tavel date)

Insturctions: All conference Attendance Forms must have this form attached or they will not be approved. When a county car is available, and you choose to drive your own vehicle, you will only be reimbursed for 1/2 of mileage rate.

Department: Page ____ of ____

Payees Name: Title:

From: Period covered by this voucher To:	Traveled by: Circle One	Total Expenses To Be Reimbursed
	Privately-Owned Car County-Owned Car	
Budget Code:		

This is a true and accurate statement of expenses incurred in the service of the state.

I certify that the expenses incurred are necessary and proper and amounts claimed are just and reasonable.

Claimant

Head

Date	Show Each Placed Visited	Miles Traveled	$0.725 Per Mile	HOTEL: In-state $94.10 Out-of-State $111.10	Meals: IS B 10.60 L 14.00 D 24.40 OS B 10.60 L 14.00 D 27.70	EXPLAIN ANY OTHER EXPENSES NOT LISTED ONTHIS SHEET	Cost	Total Daily Expenses
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	To:							
	Totals this page							

1) Use more than one sheet when necessary
2) Total reimbursement should be listed on first page only

Bertie County Board of Education will follow State Board of Education policies