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

TOTAL MILES _____

TOTAL MILES X _____ **(CURRENT GSA RATE)** _____

For current mileage rate visit gsa.gov