



**BARNWELL SCHOOL DISTRICT 45  
 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 \_\_\_\_\_ @ .58 = \_\_\_\_\_

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: \_\_\_\_\_