THE SCHOOL DISTRICT OF BARNWELL COUNTY
VEHICLE TRIP RECORD/TRAVEL REIMBURSEMENT

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: _____ Vendor Number: _____
Signature Required

School Name: _____ Total Miles _____ @ .545 =_____

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: _____