

## 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: \_\_\_\_\_  
Signature Required

Vendor Number: \_\_\_\_\_

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: \_\_\_\_\_