

TROY CITY BOARD OF EDUCATION  
P.O. Box 529  
Troy, Alabama 36081

TRAVEL and EXPENSE REPORT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

The following expenses were incurred by me in connection with services performed for the Troy City Board of Education:

<u>Registration</u> (receipt attached).....	\$ _____
<u>Mileage</u> : _____ miles @ _____ per mile =	\$ _____
<u>Meals</u> (receipts attached)..... =	\$ _____
<u>Hotel</u> (invoice/parking tickets attached)..... =	\$ _____
<u>Honorarium</u> ..... =	\$ _____
TOTAL ..... =	\$ _____

I certify that the above expenses were incurred by me while participation in:

Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Time Departed Base: \_\_\_\_\_

Time Returned Base: \_\_\_\_\_

Signed: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Superintendent)