

**VERMILION LOCAL SCHOOLS  
REQUEST FOR REIMBURSEMENT FOR TRAVEL ON SCHOOL BUSINESS**

**NAME:** \_\_\_\_\_ **SCHOOL:** \_\_\_\_\_

I request reimbursement for the following miles traveled in my personal vehicle for school business:

DATE OF TRIP	STARTING LOCATION	DESTINATION	PURPOSE OF TRIP	MILES TRAVELED	MISC. EXPENSES

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

Total miles to be reimbursed at **67 cents** per mile: \_\_\_\_\_ AMOUNT DUE: \_\_\_\_\_

Total of all miscellaneous expenses (attach receipts): \_\_\_\_\_

SIGNATURE OF ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT TO BE CHARGED    FUND    FUNC    OBJ    SCC    OU    IL    JOB  
 \_\_\_\_\_