DAVENPORT COMMUNITY SCHOOL DISTRICT

INDISTRICT TRAVEL REIMBURSEMENT CLAIM

Mileage over 90 days will NOT be reimbursed.

INDISTRICT MILEAGE DUE DATES DUE TO HUMAN RESOURCES

January, February & March Mileage	Due: before April 30th
April, May & June Mileage	Due: before July 30th
July, August & September Mileage	Due: before October 30th
October, November & December Mileage	Due: before January 30th
BUDGET CODE#	

FOR OFFICE USE ONLY:

Total pages _____

Total Miles _____

Cents Per Mile _____

Total Reimbursement _____

Authorized For Payment:

_____

Human Resource Services

DATE	DESTINATION(S) IN SEQUENCE	BUSINESS PURPOSE OF TRAVEL OR MEETING	TOTAL MILES TRAVELED

If travel is being submitted for daily teacher assignment, indicate days absent _____

_____ Date _____ Bldg. _____

Print or Type Employee Name

_____ Page _____ Total Miles _____

Employee Signature

_____ *Approved _____

*Social Security Number of Employee (Supervisor Signature)

Stock # 5350/Revised 12/94 P.P.