

SAN BENITO CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
240 North Crockett Street • San Benito, Texas • (956) 361-6100

**MONTHLY TRAVEL REPORT**

<b>Name of Employee</b>			<b>Employee No.</b>			<b>Position</b>		
<b>Worksite</b>			<b>Starting Date</b>			<b>Ending Date</b>		

**RECORD OF TRANSPORTATION AND DUTIES PERFORMED**

<b>Mo/Day/Year</b>	<b>Time Leave Hr. - Min.</b>	<b>Locations Visited • People Contacted • Duties Performed</b>	<b>Time Arrival Hr. - Min</b>	<b>Miles Traveled</b>

<b>Total Mileage</b>	
<b>Reimbursement Rate</b>	
<b>Total Reimbursement</b>	

I CERTIFY THAT THE ABOVE EXPENSES ARE TRUE AND CORRECT

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Business Office**