IN COUNTY TRAVEL

UPSHUR COUNTY BOARD OF EDUCATION

Buckhannon, WV 26201

IN ACCOUNT WITH

Name

Address

Funding Source

Location

For Office Use Only

Account Code
Vendor
Received

Date	Reason for Travel	Itemized Expenses	Total Miles	Amount
		TOTALS		

I, the undersigned do solemnly swear that the above expense account is just, accurate and true, and is claimed for cash expended for the purpose named in this statement.

Employee Signature

I certify that I have personally examined this statement. The items of expense herein agree with reports of work performed, and the amounts charged are not excessive. The mode of transportation was necessary and the most direct and practical route used.

Funding Source Signature

Superintendent Review

All ***itemized*** receipts must be attached.