OUT OF 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 |
|---|---|---|---|---|
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| | | **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.