## Southampton County Public Schools Statement of Travel

Itemized daily travel statement of expense incurred in connection with school business. All travel must be essential travel and is subject to review and approval of the Division Superintendent. To be completed monthly and returned to the School Board Office <u>no later than the 5<sup>th</sup> of the month.</u>

		Month:	20		
Name: _		Position:	School:		
Address:					
DATE	NATURE OF EXPENDITURE AND PURPOSE	MILES TRAVELED	FARES BY PUBLIC CONVEYANCE	OTHER EXPENSES (ROOM & BOARD)	
Signatur		To	otal Miles x 3	2.5 = \$	
Approved:		To	Total Fares Total Other		

**Total Amount Due:**