East Clinton Local School District Travel Report

INSTRUCTIONS:

- 1. Use this form to keep a daily log of miles traveled.
- 2. The completed form must be signed by your Principal/Supervisor and forwarded to the Central Office for the Superintendent's and Treasurer's approval.

Name			
AssignmentMonth			onth
Date	Destination	#Miles	OFFICE USE ONLY
Employee's Signature			Date
Principal/Supervisor's Signature			_Date
Superintendent's Signature			_Date
Treasurer's Signature			Date
FOR ACCO	UNTS PAYABLE USE ONLY:		
Total No. o	f Miles @ \$	_= \$	