|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Day of**  **Month** | **Time Leave**  **Hr-Min** | **Names & Addresses of**  **Locations Visited** | **People**  **Contacted** | **Official Duties**  **Performed** | **Time**  **Arrival**  **Hr-Min** | **Miles**  **Traveled** |
|  |  |  |  |  |  |  |

**Total car mileage** miles X **$ .575 mile** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Official Travel Expense for Month** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total for the Year** (including this month) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that the above expenses are true and correct and were incurred by me in the performance of my official duties in accordance with policies of my local School Board of Trustees and according to Regulations on Reimbursable Teacher Travel established by the Texas Education Agency.

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Administrator Teacher, Supervisor or Coordinator