

**COVINGTON COUNTY SCHOOLS
TRAVEL REIMBURSEMENT REQUEST**

NAME: _____

APPROVED _____

Superintendent of Education

Source of Funds _____

Supervisor

Date	Points of Travel	Hour of Departure		Hour of Return		Private Car Miles
		A.M.	P.M.	A.M.	P.M.	
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					
	From: _____ To: _____ Purpose:					

TOTAL AMOUNT FOR TRANSPORTATION:
_____ Miles @ 58.5 cents Per Mile
(Effective January 1, 2022)

Transportation Total \$ _____

Miscellaneous Total \$ _____

Grand Total \$ _____

Detail meal and other miscellaneous expenses. You must furnish receipts for all reimbursements.

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<p>I hereby certify that the travel and expenses indicated were incurred for official duties pursuant to authorization granted by the Superintendent.</p>
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Signature