Ironton City Schools

Travel Statement

Traveled To: _____

Date of Travel: _____

Purpose of trip:

_____

_____

_____

_____

Mileage _____ @ $ _____ = $ _____
($.50 per mile)

Hotel _____ @ $ _____ = $ _____

Meals _____ @ $ _____ = $ _____
($7. Breakfast; $9. Lunch; $16. Dinner)

Incidentals_____ @ $ _____ = $ _____
(Parking, Etc.)

Total = $ _____

Submitted: _____

Signed: _____

Return statement with receipts to Janet Gagai.

Rev. 01/01/10