

Ironton City Schools

Travel Statement

Traveled To: _____

Date of Travel: _____

Purpose of trip:

Mileage _____ @ \$ _____ = \$ _____
(\$.555 per mile)

Hotel _____ @ \$ _____ = \$ _____

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

Incidentals _____ @ \$ _____ = \$ _____
(Parking, Etc.)

Total = \$ _____

Submitted: _____

Signed: _____

Return statement with receipts to Janet Gagai.