

Ironton City Schools

Travel Statement

Traveled To: _____

Date of Travel: _____

Purpose of trip: _____

Mileage: _____ Miles @ \$ \$0.655 = \$ _____

Hotel: _____ Nights @ \$ _____ = \$ _____

Meals: _____ Breakfast = \$ _____

_____ Lunch = \$ _____

_____ Dinner = \$ _____

Meals Total \$ _____

Incidentals: Parking \$ _____

Other: _____ \$ _____

Total = \$ _____

Date Submitted: _____

Signed: _____

Return statement with receipts to Andrea Medcalf.