



TRAVEL REIMBURSEMENT FORM

Mingo County Board of Education
 110 Cinderella Road, Williamson, WV 25661
 Phone: (304) 235-3333 F (304) 235-5070

**Submit within 40 days
of travel**

IN-COUNTY

Today's Date _____

I CERTIFY I have a valid Drivers License. YES NO School _____

Your Name _____ Title _____

Address _____ Phone _____ Cell _____

_____ Email Address _____

City and State

Budget Account Code: _____

Did you ride in a car pool? YES		NO		If yes, who drove?	
Date	Destinations	Reason for Travel	Mileage	Mileage x .545	TOTAL
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
	From: _____			\$ -	\$ -
	To: _____			\$ -	\$ -
Totals			0	\$ -	\$ -

X _____
signature of person requesting reimbursement

Immediate Supervisor

Mileage to most in-county sites from individual county school locations are provided in a table that is available at all school offices and on the county website. Any errors in calculation may be corrected at the time of processing

BOE Approval

We will not accept faxed or emailed forms. Only the ORIGINAL will be processed for reimbursement.

Updated January 3, 2018 -- IN-County Travel Reimbursement will now be on WHITE Paper