

Staunton City Schools 2020 Traveling Teacher (Effective 1/1/2020)  
Travel Expense Reimbursement Form

Name: \_\_\_\_\_ Month: \_\_\_\_\_

Subject Taught or Assignment: \_\_\_\_\_

Schools Assigned: \_\_\_\_\_

Date	From	To	Total Miles

Budget Code(s):  
\_\_\_\_\_

Total Miles for Month: \_\_\_\_\_

\_\_\_\_\_

Times \$0.575/Mile: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Mileage is reimbursed monthly. Send forms and map documenting mileage to City Hall Finance Department**