

**ASHBURNHAM-WESTMINSTER
REGIONAL SCHOOL DISTRICT**



MONTHLY TRAVEL RECORD

NAME _____

DATE _____

DATE	ORIGIN/DESTINATION	MILES	REASON FOR TRAVEL

TOTAL MILES @ \$ 0.58 _____
 TOTAL REIMBURSEMENT _____
 ACCOUNT CHARGED _____
 PURCHASE ORDER _____

SIGNATURE _____
 SUPERVISOR AUTHORIZATION SIGNATURE _____