Name:_____ Date:_____

School:_____ Position/Dept:_____

Reason for Travel:_____

Date	***Destination***	***No Miles***	***@***	***0.655***		***Total***

Total Reimbursement Requested **$_____**

_____ _____

Employee Signature ***Principal/Supervisor Signature***

"Laurel Highlands Is An Equal Opportunity Employer"