## Morgan County Schools In-County Travel Expense Account Settlement

ame: ddress:			Employee ID Number 95800 Work location:		
Date	From	То	Miles	Cost @ \$.67	Total

Total Due

I, the undersigned, do solemnly swear that the above expense account is just, accurate, and true, and is claimed for cash expended for the purpose named in this statement.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit to Accounts Payable Department.

Superintendent Approval: \_\_\_\_\_

Form - In-County Travel Expense Account Settlement.doc

Travel Reimbursement Regulations For In-County Travel

- A. An employee may request mileage reimbursement if he/she is required to travel from one work location to one or more other work locations during his/her work day.
- B. Reimbursement for travel expense for commuting purposes (from/to) home is not permitted.
- C. Travel reimbursement within the county will be paid at the mileage rate established by the WV Department of Administration for use of personal vehicle for business purposes that is in effect on July 1<sup>st</sup> each year.
- D. The completed <u>In-County Travel Expense Account Settlement Form</u> should be submitted at the end of each month to the Accounts Payable Department.