

VAN VLECK INDEPENDENT SCHOOL DISTRICT
VAN VLECK, TEXAS
TRAVEL REIMBURSEMENT

Name:_____

Date:_____

Destination_____

Date of Trip:_____

Purpose of Trip:_____

Mileage	_____	Miles @ \$0.67	\$_____
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Meals			
Breakfast	_____	@\$8.00	\$_____

Lunch	_____	@\$10.00	\$_____
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Dinner	_____	@\$14.00	\$_____
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Other Expenses			\$_____
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\$_____

\$_____

\$_____

\$_____

\$_____

TOTAL			
REIMBURSEMENT			\$_____

Reviewed and approved by:

Principal_____

Business Manager_____

Or

Superintendent_____

Charge to expenditure code_____

Board Approved Mileage Rate 02/19/2024

Board Approved Meals 03/19/2018