



**MARION COUNTY SCHOOLS**  
**PUPIL SERVICES DEPARTMENT**

1516 Mary Lou Retton Dr.  
 Fairmont, WV 26554  
 Phone: (304)367-2100  
 Fax (304)367-8976

**Out of County Travel Expense Account**

Pupil Services Department Use Only

VENDOR: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ AUTHORIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ DEPT: Pupil Services Mileage reimbursement: \$0.67 (eff. 1/1/2024)

DESTINATION: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

<b>DATE(S):</b>					
<b>MILEAGE: (Miles)</b>					
<b>Amount @ \$0.67</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>BREAKFAST</b>					
<b>LUNCH</b>					
<b>DINNER</b>					
<b>LODGING</b>					
OTHER: (Allowable items) (Registration fees, tolls, parking, etc.)					
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<b>TOTAL(S)</b>					

GRAND TOTAL: \_\_\_\_\_

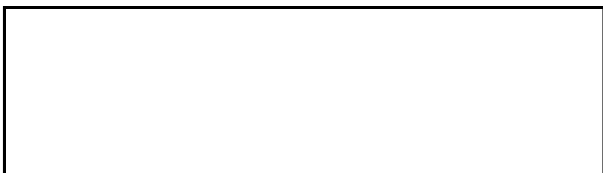
A copy of the hotel or motel bill must be attached to this form and a stub or copy of a plane, train or bus ticket where reimbursement is being requested for travel by common carrier. You are to show a total each day and a grand total for the trip.  
 Maximum allowance *per day* for meals is the GSA approved rate for the city you are staying at found at [www.gsa.gov/trave/plan-book/per-diem-rates](http://www.gsa.gov/trave/plan-book/per-diem-rates) if itemized detail receipts are provided. If no receipts for meals are provided, maximum allowance will be \$25 per day.  
 You must use your personal vehicle to travel to claim mileage. If you ride with someone, you do not get to claim mileage.

**STATE OF WEST VIRGINIA, COUNTY OF MARION, TO WIT:** I, the undersigned, do solemnly swear that the above expense account is just, accurate and true.

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

Taken, subscribed and sworn to be this \_\_\_\_\_, 20\_\_\_\_

My commission expires: \_\_\_\_\_, 20\_\_\_\_



\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 County Treasurer