

Grand Valley Local Schools

Travel Expense Report

Employee Name _____ Building _____

Date of Trip _____, 20 ____ to _____, 20 ____

Destination _____

Purpose of Trip _____

Transportation _____ (miles) @ \$.67 per mile = \$ _____

Meals (\$20.00 maximum per day) \$ _____

Hotel _____ days @ \$ _____ per day = \$ _____

TOTAL \$ _____

(Employee Signature)