GALLIPOLIS CITY SCHOOLS

TRAVEL EXPENSE REPORT

An accurate record must be kept by all traveling certified employees. The negotiated agreement reads as follows: ARTICLE 8 - Compensation, Section K: Travel - "Members who have regular assignments in more than one building or by nature of their assignment require travel during their regular day, shall be reimbursed throughout the school year at the IRS adopted rate; mileage should be measured from first school assigned of the day to the final school of the day. Reimbursement to be made on a monthly statement form available from the central administration office."

DATE	FIRST ASSIGNED SCHOOL	FINAL ASSIGNED SCHOOL	PURPOSE FOR TRIP	MILEAGE

TOTAL MILES _____ @ **58.5¢** (as established by the IRS) = $

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Superintendent Signature _____ Date _____

PO# _____

Revised: 1/3/22