



# United Independent School District Monthly Travel Report



For the Month of: \_\_\_\_\_

Name: \_\_\_\_\_ Vendor/  
Employee ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Department/Campus: \_\_\_\_\_

Budget Account Number:							
	Fund/Yr	Function	Org.	Program Code	Local Option	Object	Sub Object

Total Amount Requested: \_\_\_\_\_ Miles\* x \$0.585 Cents = \$ \_\_\_\_\_  
(\*Total Miles From Mileage Record)

**I certify the above reimbursement being requested is true, correct and unpaid to the best of my knowledge. By receiving mileage, I am assuring the District that I have a valid Texas Driver's license and a current vehicle insurance policy with at least minimum coverage.**

\_\_\_\_\_  
Signature of Claimant                      Date

\_\_\_\_\_  
Administrators Approval                      Date

\_\_\_\_\_  
Budget Accountant                      Date

\_\_\_\_\_  
Federal Funds Accountant                      Date



**MILEAGE RECORD**

**PAGE NO:** \_\_\_\_\_

DATE			ODOMETER		TOTAL MILES
	START	FINISH	START	FINISH	
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					
_____	Departure _____	Arrival _____	_____	_____	_____
Purpose/Time Spent: _____					