STAFFORD COUNTY PUBLIC SCHOOLS
STATEMENT OF TRAVEL/OTHER EXPENSES
FOR TRAVEL OCCURING FROM JANUARY 1, 2022 - DECEMBER 31, 2022

UPDATED to reflect IRS published mileage rate of $0.585/mile

This form is due to Accounts Payable no later than the third Wednesday, following the end of the month being reported.

EMPLOYEE NAME:			
EMPLOYEE ID NUMBER:			
HOME ADDRESS:			
POSITION/LOCATION:			
MONTH:		**YEAR:**	**2022**

Date	Starting Point, Destination & Purpose of Travel	Miles Traveled	Other Expenses
	TOTAL	-	-
	TOTAL MILES TRAVELED multiplied by IRS published rate	***$0.585***	**$ -**
	TOTAL OTHER EXPENSES		**$ -**
	TOTAL REIMBURSEMENT		**$ -**

EMPLOYEE SIGNATURE:	***DATE:***
Account #:	**Vendor #:**
APPROVED FOR PAYMENT:	***DATE:***