

**STATE OF ARIZONA
DEPARTMENT OF EDUCATION
SCHOOL DISTRICT TRAVEL EXPENSE CLAIM**

PAGE UNIFIED SCHOOL DISTRICT _____

(District)

(Traveler)

Travel by (Check One): Common Carrier Transportation (Attach Duplicate of Ticket)
 Other _____

Personal Vehicle - license number: _____
 School District Vehicle - Vehicle No. _____

For the period from: _____

THE FOLLOWING EXPENDITURES TO BE ITEMIZED ON A DAILY BASIS

Date	Departed from		Arrived at		Private Vehicle Mileage			Subsistence		Trans- portation	Other Allowable Expenses	Amount Claimed
	Place	Time	Place	Time	Odometer Reading		Mileage	Meals	Lodging or Per Diem			
					Start	End						
Totals												
TRAVEL: _____								Rate Per Mile				
Accounting Code: _____								Total Amount Claimed				
								GRAND TOTAL				

Purpose of Travel: _____
 Comments: _____

I hereby certify that the travel and/or per diem recorded herein was accomplished in the performance of official duties; that the information given is true in all respects and that no claim against the district has before been made for any part thereof, or paid from any other source of funding.

 (Signature of Traveler)

 (Date)

Approval: _____
 (Signature of Authorized Official) (Date)