

ZAVALLA INDEPENDENT SCHOOL DISTRICT
TRAVEL FORM

DATE(S) OF TRAVEL

NAME

DESTINATION/
PURPOSE:

TOTAL MILES DRIVEN _____ AT .555 CENTS PER MILE \$ _____

TOTAL MEALS _____ AT \$12.00 PER MEAL. \$ _____

TOTAL AMOUNT FOR MILEAGE AND MEALS: \$ _____

APPROVED BY

DATE

Travelers are required to calculate mileage using Mapquest.com or any other online mapping service. The traveler must print out the driving directions provided by the site and attach them to the travel voucher.

Travelers are required to select the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

Business Manager