revised 1/1/2010

INTRASYSTEM TRAVEL LOG

GADSDEN CITY SCHOOLS

PRINT EMPLOYEE NAME

EMPLOYEE'S HOME SCHOOL

PERIOD BEGINNING:_____ ENDING:_____

DATE	ORIGINATION (FROM)	DESTINATION (TO)	MILEAGE	PURPOSE

TOTAL MILEAGE _____

TOTAL REIMBURSEMENT CLAIMED (.50 PER MILE) _____

APPROVED by SUPERINTENDENT

EMPLOYEE'S SIGNATURE

ACCOUNT NUMBER

APPROVED BY PRINCIPAL