

**INTRASYSTEM TRAVEL LOG**  
**GADSDEN CITY SCHOOLS**

revised 1/1/2010

\_\_\_\_\_  
PRINT EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE'S HOME SCHOOL

PERIOD BEGINNING: \_\_\_\_\_ ENDING: \_\_\_\_\_

DATE	ORINATION (FROM)	DESTINATION (TO)	MILEAGE	PURPOSE

TOTAL MILEAGE \_\_\_\_\_

TOTAL REIMBURSEMENT CLAIMED (.50 PER MILE) \_\_\_\_\_

\_\_\_\_\_  
APPROVED by SUPERINTENDENT

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
APPROVED BY PRINCIPAL