## Natchitoches Parish School Board

## In-Parish Travel Form (Page 1 of 2)

**NAME OF TRAVELER (please type or print)** _____

**PERIOD FROM** _____ **TO** _____

| DATE | DESTINATION SIGNATURE | BETWEEN WHAT POINTS | | DEPARTURE AM - PM | ARRIVAL AM - PM | ODOMETER DEPARTURE | ODOMETER ARRIVAL | MILES TRAVELED** |
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**NOTE:**

**Travel will be paid on the second Friday of each month.**

***Account for all workdays.**

**** Use actual odometer readings for all locations**

**not listed in travel policy.**

| | |
|---|---|
| **TOTAL MILES OF PAGE 1** | |
| **TOTAL MILES OF PAGE 2** | |
| **COMBINED TOTAL MILES** | |
| _____ **TOTAL MILES x .50 cents** | |
| **COMBINED TOTAL COST** | |

**I hereby certify that the travel indicated above was officially necessary, the information given is correct, and no part of the travel for which compensation is claimed was performed within the corporate limits of my official station.**

**Signature of Traveler** _____ **Date.** _____

## Natchitoches Parish School Board

## In-Parish Travel Form (Page 2 of 2)

**NAME OF TRAVELER (please type or print)** ______________________________________________

| DATE | DESTINATION SIGNATURE | BETWEEN WHAT POINTS | | DEPARTURE AM - PM | ARRIVAL AM - PM | ODOMETER DEPARTURE | ODOMETER ARRIVAL | MILES TRAVELED** |
|---|---|---|---|---|---|---|---|---|
| | | FROM | TO | | | | | |
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TOTAL MILES ______