

St. Johnsbury School District

Instructions for Travel Reimbursement Form

1. Print your name and the date you submitted this form at the top of the page.
2. List the date you traveled, the purpose of your travel, where your journey started and ended and the amount of miles you traveled.
3. At the bottom of the form, provide the total number of miles traveled.
4. If traveling to a workshop or conference etc..., attach a copy of the agenda or notes that were taken at the meeting.
5. Submit this form to your supervisor for approval and coding.
6. Once the completed form is submitted to the Business Office, it will be processed for payment based on the A/P check run schedule. **IF WE DO NOT RECEIVE YOUR REQUEST BY THE SPECIFIED DATE, THE PAYMENT WILL BE PROCESSED WITH THE NEXT CHECK RUN.**