**INTRASYSTEM TRAVEL LOG**

**GADSDEN CITY SCHOOLS**

revised 1/1/2010

PRINT EMPLOYEE NAME EMPLOYEE'S HOME SCHOOL

PERIOD BEGINNING: ENDING:

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| --- | --- | --- | --- | --- |
| **DATE** | **ORIGINATION (FROM)** | **DESTINATION (TO)** | **MILEAGE** | **PURPOSE** |
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TOTAL MILEAGE TOTAL REIMBURSEMENT CLAIMED (.50 PER MILE)

APPROVED by SUPERINTENDENT EMPLOYEE'S SIGNATURE

ACCOUNT NUMBER APPROVED BY PRINCIPAL