

HANCOCK COUNTY SCHOOLS
OUT OF COUNTY
TRAVEL EXPENSE ACCOUNT

Name _____

Date _____

Home Address _____

School/Dept _____

Email Address: _____ @k12.wv.us

Home Phone _____

State Purpose of Trip _____

Date	From	To	Mileage	Mileage Amount	Hotel	Meals	Other Expenses	Total
	TOTAL							

Principal Signature

Employee Signature

Fund/Account code to take expenses from

Instructions:

- ❖ Travel expenses listed and receipts accompanying this form should be for *one person only*.
- ❖ All expenses must be itemized and verified on a daily basis.
- ❖ Receipts are required for meals. There is a limitation of \$50.00 per day while on out-of-state trips and \$40.00 per day while on in-state trips. Tips are not reimbursed.
- ❖ Receipts for all expenditures are required. If county vehicles are made available, individual mileage may not be charged.
- ❖ All accounts must be completed and filed with the Treasurer within five (5) days following return from the trip.