CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS
CITY SCHOOL DISTRICT BOARD OF EDUCATION
2155 MIRAMAR BLVD.
UNIVERSITY HEIGHTS, OHIO 44118

TO: / FROM:	BOARD	BOULEVARD	CANTERBURY	DELISLE	FAIRFAX	GEARITY	HIGH SCHOOL	MONTICELLO	NOBLE	OXFORD	ROXBORO	WILEY
BOARD		3	2	2	3	1	2	3	2	3	4	
BOULEVARD	3		2	1	2	3	1	2	2	3	3	3
CANTERBURY	2	2		2	2	2	2	4	4	4	3	2
DELISLE	2	1	2		1	2	1	2	2	3	3	2
FAIRFAX	3	2	2	1		2	1	3	4	5	1	3
GEARITY	1	3	2	2	2		2	3	3	3	4	1
HIGH SCHOOL	2	1	2	1	1	2		3	3	4	2	2
MONTICELLO	3	2	4	2	3	3	3		1	1	4	3
NOBLE	2	2	4	2	4	3	3	1		1	5	2
OXFORD	3	3	4	3	5	3	4	1	1		6	3
ROXBORO	4	3	3	3	1	4	2	4	5	6		4
WILEY		3	2	2	3	1	2	3	2	3	4	

MONTH:	**YEAR:**	**Page _____ of ______**
NAME:		
DEPARTMENT:		

TRAVELER'S CERTIFICATE

I certify that the statements made hereon are true, that the mileage listed was actually driven on school business, and that the expenses incurred were in accordance with school board policies or administrative regulations.

Traveler's Signature ______________________ Date __________

DATE	LOCATION		PURPOSE OF TRIP & RELATIONSHIP TO SCHOOL BUSINESS	TRIP MILEAGE	OTHER EXPENSES
	FROM	TO			
		Purchase Order No.	SUB TOTAL THIS PAGE		
			TOTAL ALL PAGES		

SUPERVISOR'S SIGNATURE/DATE

TREASURER'S SIGNATURE/DATE

TOTAL MILEAGE		RATE PER MILE		TOTAL MILEAGE EXPENSE		TOTAL OTHER EXPENSES		TOTAL REIMBURSEMENT
0	X	.56	=		+		=	