

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

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.

TO:	BOARD	BOULEVARD	CANTERBURY	DELISLE	FAIRFAX	GEARITY	HIGH SCHOOL	MONTICELLO	NOBLE	OXFORD	ROXBORO	WILEY
FROM:												
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	

Traveler's Signature

Date

DATE	L	OCATION	PURPOSE OF TRIP & REL	TRIP	OTHER	
DATE	FROM	ТО	BUSI	MILEAGE	EXPENSES	
			Purchase Order #	SUB TOTAL THIS PAGE		
				TOTAL ALL PAGES		
SL	IPERVISOR'S SIGN	IATURE/DATE				
		·	TOTAL MILEAGE RATE PER MILE	TOTAL MILEAGE EXPENSE TOTAL OTHER	EXPENSES TO	TAL REIMBURSEMENT
			X .67 =	. +	=	
т	REASURER'S SIGN	ATURE/DATE		· ·		