

Columbus County Schools

Daily Log for Travel and Expenses

Revised January 2019

Employee's Name: _____

Social Security Number: _____

Address: _____

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast:	\$ 8.40	\$ 8.40
Lunch:	\$ 11.00	\$ 11.00
Dinner:	\$ 18.90	\$ 21.60

Position: _____

School: _____

Month: _____

Funding: _____

Date	From	To	Return	Total Miles	Less Commute Miles	Allowable Miles	Total Travel @ .58¢	MEALS			Lodging In-state \$ 71.20 Out-of-state \$ 84.10	Registration	Total		
								B	L	D					

TOTAL REIMBURSEMENT _____

I certify this to be a true and accurate record of official travel and expenses incurred _____

(Claimant's Signature)

Supervisor/Date _____