

RCS

Raleigh County Schools
 105 Adair Street
 Beckley, WV 25801

TRAVEL EXPENSE STATEMENT

for the month of _____

Name: _____

Employee ID: _____

Address: _____
 PO Box or Street Address City/Town State Zip

Travel expenses are governed by Raleigh County Travel Policy C.1.24 - Mileage Rate = \$0.58 as of 01/01/19

Date	From	To	Travel Purpose	Mileage	Meals			Lodginig	Other
					B	L	D		
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
					B				
					L				
					D				
				Total Mileage					
				(Mileage x \$.58) =					
								Grand Total:	\$ -

EMPLOYEE: _____	DATE: _____
SUPERVISOR: _____	DATE: _____

VENDOR FUND PROJECT PGM/FUNCTION OBJECT LOCATION AMT DUE