

**ELMWOOD LOCAL SCHOOL DISTRICT**  
**Monthly Travel Report**

Employee: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

| Day of Month | Destination/Activity | Mileage |
|--------------|----------------------|---------|
| 1            | _____                | _____   |
| 2            | _____                | _____   |
| 3            | _____                | _____   |
| 4            | _____                | _____   |
| 5            | _____                | _____   |
| 6            | _____                | _____   |
| 7            | _____                | _____   |
| 8            | _____                | _____   |
| 9            | _____                | _____   |
| 10           | _____                | _____   |
| 11           | _____                | _____   |
| 12           | _____                | _____   |
| 13           | _____                | _____   |
| 14           | _____                | _____   |
| 15           | _____                | _____   |
| 16           | _____                | _____   |
| 17           | _____                | _____   |
| 18           | _____                | _____   |
| 19           | _____                | _____   |
| 20           | _____                | _____   |
| 21           | _____                | _____   |
| 22           | _____                | _____   |
| 23           | _____                | _____   |
| 24           | _____                | _____   |
| 25           | _____                | _____   |
| 26           | _____                | _____   |
| 27           | _____                | _____   |
| 28           | _____                | _____   |
| 29           | _____                | _____   |
| 30           | _____                | _____   |
| 31           | _____                | _____   |

Employee Signature: \_\_\_\_\_ **Total Mileage:** \_\_\_\_\_  
**Reimbursement @ \$ .56 (1-1-21)**

Supervisor Approved: \_\_\_\_\_ **Amount Due: \$** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_