

Gold-Burg Independent School District

468 Prater Rd.
Bowie, TX 76230

Travel Expense Reimbursement Form

This form must be returned to the superintendent on the Friday prior to the Wednesday board meeting in order that the employee may be reimbursed. If mileage is for more than one trip, attach additional documentation as necessary.

Name: _____

Travel beginning on _____ and ending on _____.

_____ miles traveled X \$ _____ per mile. _____

Meals if on overnight official business, receipt attached _____

Hotel, receipt attached _____

Place traveled _____

Purpose of trip _____

TOTAL EXPENSES _____

Employee's Signature Date

Superintendent's Approval Date

Serving Ringgold and Stoneburg

Ringgold Elementary
(940) 934-6249



Gold-Burg High School
(940) 872-3562