BRIGHT LOCAL SCHOOLS TRAVEL INVOICE

The Bright Local Board of Education has agreed to re-imburse employees and substitute employees when they are required to use their private vehicle to perform their assigned duties.

All travel expense must be turned in to the principal's office at the close of the month on the following form. The following mileage chart will be used when traveling these routes:

Whiteoak to or from Bright	-	9 miles
Whiteoak to or from SHJVS	-	17 miles
Whiteoak to or from Hillsboro	-	16 miles *
Bright to or from Hillsboro	-	12 miles *

*Miles to or from Hillsboro are measured to the Court House. Include exact destination if mileage is more than chart indicates.

Travel expense in the Bright District will be paid at the rate of 50 cents per mile based upon the current federal IRS rate.

DATE	DESTINATION	EVENT ATTENDED OR DUTY PERFORMED	MILES
		TOTAL MILES	

_____ miles x $_____= $ _____

PRINT _____ _____ _____

(Employee) (Principal) (Superintendent)

SIGN _____ _____ _____

(Employee) (Principal) (Superintendent)