**Travel Expense Report Information**

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| --- | --- |
| **Name** |  |
| **Month/Year** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Leave Time** | **Return Time** | **Locations** | **Mileage** |
| **EXAMPLE****1/24/2014** | **8:00 a.m.** | **4:00 p.m.** | **Home-Moraine Elementary – Slippery Rock Elementary -Home** | **28** |
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| **Total Mileage** |  |

**\* Make sure to include MapQuests from Home-Destination-Home and SRU-Destination-SRU.**

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| **Page** |  | **of** |  |