

INSTRUCTOR TRAVEL COSTS (per mandatory in-service course)

Date(s) of Travel: From: _____

To: _____

Personal Auto Miles: # Miles _____ @ _____ = \$ _____

Lodging Amount: \$ _____

Subsistence Amount: \$ _____

Miscellaneous Expenses: \$ _____

All expenses for Mandatory In-Service Instructors listed above adhere to the Commonwealth travel regulations (copy attached).