

# ROCKY BOY SCHOOLS

ROCKY BOY ROUTE, BOX 620  
BOX ELDER, MONTANA 59521

## REQUEST FOR TRAVEL CLAIM

Name: Christopher P Jones Title/Program: Transportation/Arch.

From: 11-28-19 (Date) To: 11-29-19 (Date) 20 19

Purpose of Travel: Purchase School Bus for Rocky Boy Sch.  
hand deliver Payment and bring Bus back to Rocky Boy Sch.

Travel From: Rocky Boy Sch. To: I-State/Billings, Mt.

Method of Travel: School Vehicle  High School   
Other \_\_\_\_\_ Personal Vehicle  Elementary   
\_\_\_\_\_ Air

Time of Departure ~~10:00~~<sup>11:00</sup> a.m. \_\_\_ p.m. Time of Return \_\_\_ a.m. \_\_\_ p.m. ~~10:00~~<sup>11:00</sup>

Number of Miles 307 X .58 Per Mile → \$ 178.06

Per Diem Allowance 1.25 (Days) X \$ 40 (Rate) Instate \$ \_\_\_ Out of State (Rate) \$ 50.00

Other: (Registration) \_\_\_\_\_ \$ \_\_\_\_\_  
1 night (Taxi) \_\_\_\_\_ \$ \_\_\_\_\_  
Lodging (Parking) \_\_\_\_\_ \$ \_\_\_\_\_  
Hotel \_\_\_\_\_ \$ 102.15

(Above must be supported with receipts)

SUB-TOTAL \$ 330.21

(Less Total Travel Advance Received) \$ ~~00.00~~ 0

BALANCE: \$ 330.21

**Note:**

I certify that the above itemized statement of travel expenses is true and correctly sets forth the mileage, per diem and other expenses. Attach all motel, airline and other receipts. Attach all gas receipts when a school vehicle is used. Trip Report and receipts **must** be attached.

SIGNATURE: Christopher P Jones DATE: 12-2-19

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

FUND \_\_\_\_\_

ACCOUNT \_\_\_\_\_ Business Manager