



Tygarts Valley Conservation District
Travel Expense Account Settlement



This form is to be submitted to TVCD office staff monthly

Supervisor Name: _____ **Travel Month:** _____ **Year:** _____

DATE	CITY/STATE	MILES	AMOUNT	MEALS	LODGING	OTHER	TOTAL	NOTES FROM TREASURER/CHAIRMAN
	FROM:							
	TO:							
	FROM:							
	TO:							
	FROM:							
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	FROM:							
	TO:							
	FROM:							
	TO:							
	SUBTOTALS FROM PAGE 2 (if applicable)							<i>FOR OFFICE USE ONLY</i>
	GRAND TOTAL							TOTAL DUE TO EMPLOYEE: _____

Conservation District Supervisor

Date

I certify that the costs incurred were in connection with my assigned duties, are true and accurate and do not involve any costs or expenses incurred or paid by anyone else or reimbursed from any other source.

Conservation District Treasurer or Chairman

Date

I certify that I have personally examined this statement. The items of expense herein agree with reports of work performed, and amounts charged are not excessive. The mode of transportation was necessary and the most direct and practical route used.

Identify Other Expenses Below

Sent to Payroll: _____

Added to Reports: _____

Date Paid: _____

Amount Paid: _____

Check #: _____

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PAGE 2 SUBTOTALS								
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