



# Houston County Schools

404 West Washington St.  
Dothan, AL 36301  
(334) 792-8331

**Mr. Brandy White, Superintendent**

## STATEMENT OF TRAVEL

**DATE:** \_\_\_\_\_ **FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

1. Total miles traveled (Official Business) \_\_\_\_\_  
\$ 0.625 per mile X \_\_\_\_\_

Total Mileage \_\_\_\_\_

2. Railway Fare: \_\_\_\_\_  
Plane Fare: \_\_\_\_\_  
Bus Fare: \_\_\_\_\_  
Taxi: \_\_\_\_\_

Total Fare \_\_\_\_\_

3. Hotel Room (\$350/night): \_\_\_\_\_  
Meals (\$60/day): \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_

Total Misc. \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

This is to certify that the above amount is due and unpaid.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Superintendent

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

