BOARD/AGENCY TRAVEL EXPENSE AND ATTENDANCE RECORD

Instructions: Do not write in Column #1. Give complete address in Column #3. Other expense allowed by Agency may be reported in Column #4. Round trip miles are required in Column #5. Number traveling in one car is recorded in Column #6. (Per mile rate: 1-14c; 2-17c; 3 or more - 20c). Use extra sheets if necessary.

Mail with completed check order to:
Office of the Treasurer, 100 Interstate Park Drive, Suite 106, Montgomery, Alabama 36109

Name of Board/Agency:_____ Date of Meeting:_____

1	2 Name	3 Address	4 Other	5 RT Miles	6 No. Traveling