

VENDOR # _____
GR# _____

I hereby certify that expenses listed below in the amount of \$ _____ were incurred by me on official business of the School Board of Loudoun County and include only such expenses as were necessary in the conduct of this business.

Signature of Traveler	Date
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PID # _____

NOTE: To insure proper payment it is necessary that details of the expenses be listed below.

Use of Car Authorized at _____ cents per mile.

Principal _____ Date _____

Direct Supervisor _____ Date _____

Accounting	Date
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