

**STATE OF ARIZONA  
DEPARTMENT OF EDUCATION  
SCHOOL DISTRICT TRAVEL EXPENSE CLAIM**

DISTRICT \_\_\_\_\_

TRAVELER: \_\_\_\_\_

**Travel by (Check One):**    ☐ Common Carrier Transportation (Attach Duplicate of Ticket)    ☐ Personal Car- License # \_\_\_\_\_  
    ☐ Other \_\_\_\_\_    ☐ School District Vehicle # \_\_\_\_\_

For the period from \_\_\_\_\_ to \_\_\_\_\_

**THE FOLLOWING EXPENDITURES TO BE ITEMIZED ON A DAILY BASIS**

[illegible]

**Purpose of Travel:** \_\_\_\_\_

**I hereby certify that the travel and/or per diem recorded herein was accomplished in the performance of official duties: that the information given is true in all respects and that no claim against the district has before been made any part thereof, or paid from any other source of funding.**

**Approval:** \_\_\_\_\_

**(Signature of Traveler)**

**(Date)**