

Abbeville, AL 36310

Dear Mrs. Beasley,

I have been granted detached duty on _____(date) for the purpose of

I wish to be reimbursed for the following expenses-

- _____ Mileage (at the rate of .67 per mile)
- _____ Registration fee in the amount of _____
- _____ Hotel / Motel accommodations
- _____ Meals
- _____ Stipends
- _____ Other (please specify) _____

Appropriate receipts will be submitted with a travel form upon completion of the trip. Your consideration of this matter will be appreciated.

Sincerely,

Name
APPROVED-

Principal

APPROVED:

FUND SOURCE: _____

Signature of Supervisor from whose budget expenses will be paid

APPROVED:

Superintendent