



Itinerant Teachers Only

Please submit Travel Reimbursement forms to Liz Droessler at Central Services, Crossroads I via Courier to be received by the 28th day of each month. Approved travel is reimbursed at the state approved rate. We need your original signature on the completed form.

To receive travel reimbursement:

- 1) **The information on the form needs to be entered electronically**
- 2) **Anticipate travel through the end of the month. If plans change (illness, weather, etc.) call Liz at 431-7654 for instructions.**
- 3) **Print the completed form**
- 4) **Sign the form and send the original form to Liz Droessler, Crossroads I, via Courier to be received by the 28th day of each month**

Travel Form for Requesting Travel Reimbursement:

Please access the [Request for Reimbursement of Travel and Other Expenses \(EXCEL\)](http://www2.wcpss.net/forms/search_results.php) form at:
http://www2.wcpss.net/forms/search_results.php

Website to Determine Distance Between Two WCPSS Facilities:

<http://pickle2.wcpss.net/cgi-bin/prod/mapserver/SchMileage.pl?MainOption=ListFacilities>

***Disclaimer:** (Your copy)

I understand travel forms must be electronically completed, signed and sent to Liz Droessler via Courier (Crossroads I) to be received by the 28th day of each month. If I don't comply my reimbursement may be jeopardized.

Name _____

Date _____

***Disclaimer:** (Return this copy to Arts Education.)

I understand travel forms must be electronically completed, signed and sent to Liz Droessler via Courier (Crossroads I) to be received by the 28th day of each month. If I don't comply my reimbursement may be jeopardized.

Name _____

Date _____