Appleton City R-2 School District
408 W. 4th St.
Appleton City, MO 64724
Central Office (660) 476-2161 Fax (660) 476-5564

# Local Auto Expense Travel Report

| **Employee Name:** | | | **Dept.** | | | **Event** | |
|---|---|---|---|---|---|---|---|
| Date | Travel From | Travel To | Meals | Lodging | Actual Miles | Amount at .40/mile | Amount Due |
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