

# OHIO VOCATIONAL AGRICULTURE MONTHLY TIME TRAVEL REPORT

DATE: \_\_\_\_\_

SCHOOL \_\_\_\_\_ COUNTY \_\_\_\_\_ SUPERVISORY DISTRICT \_\_\_\_\_

Day of Month	Account for each day of the month, including extended service and non-contract days	Indicate students or places visited and hours of adult on-site instruction	Total Miles
EXAMPLE	School, FFA meeting at 7:30 p. m.	A. Lincoln, T. Jefferson, 2 hours	-0-
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

SPECIAL NOTES:

TOTAL MILES	
X	(RATE/MILE)
AMOUNT DUE	_____

(OVER)

SOE ON-SITE INSTRUCTIONAL VISITS

	This Month	Since July 01
High School Students (H)	_____	_____
Adult Students (A)	_____	_____
Agribusiness Visits (B) (Non-instructional)	_____	_____
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<b>ADULT EDUCATION</b>		
Hours of Adult on-site Instruction	_____	_____
Hours of Adult Classroom Instruction	_____	_____

Signed: \_\_\_\_\_  
(Teacher)

USE OF TIME AND TRAVEL

	This Month	Since July 01
Contract Days (including extended service)	_____	_____
Non-Contract Days*	_____	_____
<b>TOTALS</b>		
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Miles Driven	_____	_____
Travel Funds Used	_____	_____

\*Any days not worked for the school, such as Saturdays, Sundays, and vacation days.

Signed: \_\_\_\_\_  
(Administrator)

Teachers are asked to retain their copy of this report for 24 months.