

Travel Reimbursement Claim and Guidelines

NAME: _____ POSITION: _____

SCHOOL/LOCATION: _____ DATE: _____

REASON FOR TRAVEL: _____

A. TRAVEL TO APPROVED CONFERENCES AND MEETINGS

Date	Conference/Meeting & Location	Number of miles (Reimbursed at State rate)	Meals \$30 day per diem (Receipts not required)	Other (explain on back)	Room	Reg. Fees	Parking/Tolls*	Total
Section A – Sub Totals								
TOTAL A								

*Tolls (none for District vehicles being operated in state in an official capacity)

B. OTHER APPROVED TRAVEL

Date	Person/Place Visited	Purpose of Trip	Other (explain on back)	Number of Miles	Parking and/or Tolls*	Total
Section B – Sub Totals						
TOTAL B						

Employee’s Signature _____ **TOTAL**

Supervisor’s Signature _____

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1. When traveling you are strongly encouraged to have two (2) or more occupants per vehicle.
2. Meal allowance (including tips) will be limited to \$30 per day, unless otherwise approved by the Superintendent with the exception of convention/meeting luncheons/dinners for which full reimbursement shall be made.
3. Alcoholic beverages are not eligible for reimbursement.
4. Reimbursement for authorized use of a privately-owned vehicle shall be set by the Board, which is currently set at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet, and is not to exceed the cost of airplane coach fare.
5. Personal phone calls are not reimbursable.
6. All expenditures, excluding meal expenses, must be documented with proper receipts and attached to this form. The Principal/Director/Superintendent and the employee must sign this form.
7. Reimbursement for lodging shall not exceed the cost of a single room rate.
8. Turn in reimbursement claim immediately upon return from trip.
9. Travel must be turned in on a weekly basis.

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DISTANCE IN MILES FROM WEBSTER COUNTY SCHOOL BOARD OFFICE

(Routes taken were the most common)

Clay	8	Murray	98
Sebree	15	Lexington	240
Slaughters	15	Frankfort	210
Providence	10	Louisville	162.5
Henderson	27	Bowling Green	121
Bus Garage	3	Nashville	132
Madisonville	25	Paducah	86

Review/Revised:2/23/2015