

Travel Request Form

Name _____ AP Vendor # _____
 Board Member Employee Other, as specified _____
School/Work Site _____ Conference/Workshop _____
Destination _____
Date(s) _____ Departure Time _____ Return Time _____
Rationale for Attendance _____

Expenses paid by: Individual Board Special Education Title I School Council
 Other, as specified _____

Substitute Needed? No Yes Number of Days _____

Registration Reimbursement Requested? No Yes Amount: \$ _____

Estimated Mileage Total Miles: _____ Total Cost \$ _____

Mileage will be reimbursed at the rate approved by the Commonwealth of Kentucky for State Government Employees for the time period that the travel occurred.

Lodging Reimbursement Requested? No Yes

NOTE: Purchase Order is required prior to travel.*

Purchase Order No. _____ Hotel Name _____

Amount per Night \$ _____ Regular Rate Business Rate Conference Rate

**If you will be lodging at a hotel that will not accept a purchase order, please contact the Central Office and speak with bookkeeping prior to travel.*

The District will not reimburse for lodging expenses for guests/traveling companions. Tax-exempt certificate required (prior to travel) for lodging.

Meals and Incidentals (M & IE) Reimbursement Requested? No Yes

Reimbursement for meals and incidentals will be paid *only* for travel that requires overnight lodging. Taxes and tips are included in the daily per diem rate.

ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES.

After the conference/workshop, the completed and approved Travel Request Form and Travel Expense Voucher (03.125 AP.22) with original itemized receipts must be submitted to the Superintendent/designee for approval and to the Finance Department by the fifth (5th) working day of each month to be processed for payment at the next regular Board meeting.

Applicant's Signature *Date* *Principal's Signature* *Date*

Program Director's Signature *Date* *Superintendent/Designee's Signature* *Date*

MUNIS Code

RELATED PROCEDURE:

04.31 AP.2 (District procurement cards)

Review/Revised:9/29/2016