

**Travel Request Form**

Name \_\_\_\_\_  Board Member  Employee  Other, as specified \_\_\_\_\_

School/Work Site \_\_\_\_\_ Conference/Workshop \_\_\_\_\_

Date(s) \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Rationale for Attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses paid by:  Individual  Board  Special Education  KEA  Co-Op  
 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 same rate as that of Kentucky state government.

Lodging Reimbursement Requested  No  Yes

Lodging shall be reimbursed with proper receipt documentation. Charges must be substantiated by a receipt.

Whenever possible, employees should share accommodations.

The District **will not reimburse** for lodging expenses for guests/traveling companions.

**Meals Reimbursement Requested:** Total Daily Meal Expense Limit shall be \$30.00 unless otherwise approved by the Superintendent.

When travel involves a portion of a day, meals shall be reimbursed at the following maximum rates:  
Breakfast = \$5.00; Lunch = \$10.00; Dinner = \$15.00.

Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

Receipts shall be required for ALL expenditures.

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Superintendent/Designee*

\_\_\_\_\_  
*Date*

**RELATED PROCEDURE:**

4.31 AP.2 (District procurement cards)

Review/Revised:6/20/2022