

Travel Expenses Voucher

No receipts will be necessary to qualify for meal reimbursement. Every overnight stay will qualify for an entire per diem at the rate approved by the Commonwealth of Kentucky for its employees.

Travel Expenses Voucher

A receipt *MUST* be submitted for each item.

FORM B

ITEM	DATE	EXPLANATION	AMOUNT
FARE: TRAIN PLANE BUS TAXI			\$
REGISTRATION FEES			
MEETING ROOMS			
PARKING			
TOLLS*			
MISCELLANEOUS			
SUBTOTAL OF B EXPENSES (CARRIED TO FRONT PAGE)			\$

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

Review/Revised:7/24/2023