

**RUSSELL COUNTY SCHOOLS  
TRAVEL REIMBURSEMENT/EXPENSES  
MONTH \_\_\_\_\_**

Date	Time	Purpose of trip	Mileage	Expenses <span style="background-color: yellow;">(list separately)</span>
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
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	Arrive:	Purpose of trip: _____		
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	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		
	Depart:	From: _____ To: _____		
	Arrive:	Purpose of trip: _____		

List Registration Fees: \_\_\_\_\_

Must be completely filled out  
 MUNIS Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -0580- \_\_\_\_\_  
 Printed Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

Total Miles: \_\_\_\_\_  
 x.53 (July-Sept. 2022)  
 Mileage: \$ \_\_\_\_\_  
 Expenses: \$ \_\_\_\_\_ (attach *itemized* receipts)  
 Total requested: \$ \_\_\_\_\_  
 Shared room: Yes  No

Traveled without mileage: Yes  No

**RUSSELL COUNTY SCHOOLS  
MILEAGE CHART AND TRAVEL REGULATIONS**

	RCBOE	RCMS	RCLC	RSES	SES	COLUMBIA	CAMPBELLSVILLE	SOMERSET	GLASGOW	BOWLING GREEN	LEXINGTON	FRANKFORT	LOUISVILLE	LONDON	RICHMOND	OWENSBORO	DANVILLE	MONTICELLO	ALBANY	BURKSVILLE
BOE/JES	0	4	8	8	12	22	52	37	57	85	95	95	125	70	90	160	68	45	30	30
RCHS/MS	4	0	3	4	8	17	47	32	52	80	90	90	120	65	85	155	63	45	35	35
RSES	8	4	2	0	7	15	46	32	52	80	90	90	120	65	85	155	63	45	35	35
SES	12	8	6	7	0	21	52	38	58	86	96	96	126	71	91	161	69	51	41	41



**ADDITIONAL MILEAGE MAY BE CHARGED UPON ARRIVAL AT DESTINATION.**



**EMPLOYEES MUST HAVE AUTHORIZED WORK THAT REQUIRES AN OVERNIGHT ABSENCE BEFORE MEALS WILL BE REIMBURSED.**



**ALL REQUESTS FOR REIMBURSEMENTS MUST BE ACCOMPANIED BY RECEIPT, INCLUDING MEALS, PARKING FEES, AND ROOM CHARGES.**

STANDARD SUBSISTENCE APPLIES TO OVERNIGHT TRAVEL ONLY.

- Breakfast: up to **\$8.00** with authorized travel 6:30 A.M. through 9:00 A.M. and itemized receipt
- Lunch: up to **\$10.00** with authorized travel 11:00 A.M. through 2:00 P.M. and itemized receipt
- Dinner: up to **\$18.00** with authorized travel 5:00 P.M. through 9:00 P.M. and itemized receipt
- Mileage allowance: **\$0.53** per mile (July – Sept. 2022)
- Room allowance: Government rate—employees are to request this rate.