RUSSELL COUNTY SCHOOLS
TRAVEL REIMBURSEMENT/EXPENSES
MONTH ____

Date	Time	Purpose of trip	Mileage	Expenses (list separately)
	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:		
	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:		
	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:		
	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.43 (Jan-Mar 2025)
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 **$12.00** with authorized travel 6:30 A.M. through 9:00 A.M. and itemized receipt
Lunch:	up to **$15.00** with authorized travel 11:00 A.M. through 2:00 P.M. and itemized receipt
Dinner:	up to **$23.00** with authorized travel 5:00 P.M. through 9:00 P.M. and itemized receipt
Mileage allowance:	**$0.43** per mile (Jan – Mar 2025); Mileage rates for other quarters
Room allowance:	Government rate—employees are to request this rate.