

Travel Voucher

Boyd County Public Schools 1104 Bob McCullough Drive Ashland, KY 41102	Purchase Order _____ Org _____ Object _____ Project _____ Invoice _____
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Name _____ Home Address _____
Meeting _____ School _____

Travel Vouchers must be completed and returned to the Finance Department within one (1) week of the travel, not to exceed 45 days.
Attach PROFESSIONAL MEETING ATTENDANCE REQUEST FORM and receipts for expenses.

Date	From	To	Mileage (Miles)	Lodging (Daily Cost)	Meal Cost: (Daily allowance: \$35-\$42)			Other Expenses (Specify)	Daily Total
					(Breakfast)	(Lunch)	(Dinner)		

Grand Total _____

Attach Professional Meeting Request From and Agenda

I hereby certify that the above expenses were incurred in an official capacity of the Boyd County Board of Education.

SIGNATURE _____

DATE _____

Review/Revised:9/29/2025