

## Month: Jan 2015

**Employer:** Board of Education of Marion County  
**Address:** 755 East Main Street, Lebanon, Kentucky

[illegible]

I hereby certify that all items of expense included in the above statement were incurred in the discharge of official business in connection with my duties as: \_\_\_\_\_

No meal reimbursement was requested for any meals provided as part of the activity or conference.

**No meal reimbursement was requested for any meals provided overnight. An overnight is required for reimbursement of meals.**

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**(Signature of Principal/Supervisor)**

**(Signature of Employee)**

0011071-0580

(Fund to be Charged)

**(Date)**

- An overnight is required for reimbursement of meals.
- Maximum meal reimbursement including gratuity: \$78/15 or \$89/19 (high rate are)
- Original itemized meal receipt is required. Gratuity can not exceed 20%.
- For lodging to be reimbursed, an original, itemized receipt is required.
- Registration fee, parking, tolls, etc. may be reimbursed with original receipts.
- Credit card slips, registration forms, or check copies are not accepted as receipts.

Please see the official policy and/or procedures for complete details.

rdh -10/2004