

**Please enter current mileage rate: (i.e. .35)**

**0.41**

Month:

April 15

**Employee:** Taylora Schlosser  
**Address:** 316 Harmony Lane, Springfield

**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.

**(Signature of Principal/Supervisor)**

0011071-0580

(Fund to be Charged)

- An overnight is required for reimbursement of meals.
- Maximum meal reimbursement including gratuity - \$78/15 or \$89/19 (high rate areas).
- 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.

(Signature of Employee)

(Date)