

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

Month: June 2015

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

[illegible]

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)
- 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)