

## Mar 2016

**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.

---An overnight is required for reimbursement of meals

---Maximum meal reimbursement including gratuity - \$7/8/15 or \$8/9/19 (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 Prince)

**(Signature of Employee)**

0011071-0580  
(Fund to be Charged)

**(Date)**

rdh -10/2004