

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

Month:

Apr 2016

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

[illegible]

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 - \$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 Principal/Supervisor)

0011071-0580

(Fund to be Charged)

(Signature of Employee)

(Date)