

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

Month: July 2016

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

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**

-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**

**rdb -10/2004**