

Travel Request FormName: Greg Duty ☐ Board Member ☒ Employee ☐ Other, as specified _____School/Work Site: Danville, KY Conference/Workshop: Mandatory Superintendent TrainingDate(s): 11/17/16 Departure Time: 6:00am Return Time: 6:30pm**Rationale for Attendance:** All new superintendents in the state are required to attend quarterly trainings throughout the year as a part of Cohort 5 with a graduation occurring in July of 2017.Expenses paid by: ☐ Individual ☒ Board ☐ Special Education ☐ KEA ☐ Co-Op
 ☐ School Council ☐ Other, as specified _____Substitute Needed? ☒ No ☐ Yes Number of Days _____Registration Reimbursement Requested ☒ No ☐ Yes Amount: _____Estimated Mileage Total Miles: 244 Total Cost \$100.04

Mileage will be reimbursed at the rate approved by the Board.

Lodging Reimbursement Requested ☒ No ☐ YesAmount per night: _____ ☐ Regular Rate ☐ Business Rate ☐ Conference Rate**The District will not reimburse for lodging expenses for guests/traveling companions.**Meals Reimbursement Requested: ☒ No ☐ Yes Total Daily Meal Expense Limit \$ _____

Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

Receipts required for all expenditures.

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

*Signature of Applicant*_____
*Date*Greg Duty*Signature of Superintendent/Designee*11/8/16*Date***RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised:7/11/13