

**Travel Request Form**Name: Greg Duty      ☐ Board Member      ☒ Employee      ☐ Other, as specified \_\_\_\_\_School/Work Site: KDE Office in Frankfort, KY      Conference/Workshop: Mandatory Superintendent TrainingDate(s): 1/13/17      Departure Time: 6:00am      Return Time: 6:00pm**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: 185      Total Cost \$75.85  
Mileage will be reimbursed at the rate approved by the Board.Lodging Reimbursement Requested    ☒ No    ☐ Yes  
Amount 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.

_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
<u>Greg Duty</u> _____ <i>Signature of Superintendent/Designee</i>	<u>12/5/16</u> _____ <i>Date</i>

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised: 7/11/13