

0.39

Month: Dec 2016

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

[illegible]

-An overnight is required for reimbursement of meals.


(Signature of Employee)

14/17
(Date)

- 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.