

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

Month: Jan 2017

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.

~~(Signature of Employee)~~

(Fund to be Charged)

- An overnight is required for reimbursement of meals.
- Maximum meal reimbursement including gratuity - \$/8/15 or \$8/9/19 (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.

2/1/17
(Date)