

Travel Request FormName: Greg Duty ☐ Board Member ☒ Employee ☐ Other, as specified _____

School/Work Site: Southgate Schools Conference/Workshop: New Superintendent Training/Lexington

Date(s): 3/16-3/17 Departure Time: 6:00am Return Time: 3:30pm

Rationale for Attendance: All new superintendents in the state are required to attend monthly training sessions throughout the year. I am a part of Cohort 5 and will graduate from the program on July 26 in Louisville.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: 168 Total Cost \$68.88

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*_____
*3/9/17**Date***RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised:7/11/13