

TRAVEL VOUCHER

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

0.4

Month:

Mar 2017

Employee: Taylor Schlosser
Address: _____

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

Date & Time of Departure	From	Destination	Purpose	Breakfast	Meals Lunch	Dinner	Mileage Miles	Charge	Other (Specify)	Amount	Total Charge
3/9/2017	S-field	Cincinnati, OH	EdLeader 21 Conf			\$ 19.00	134	53.60			\$ 72.60
3/10/2017	Cincinnati	Scottsdale, AZ	EdLeader 21 Conf	\$ 8.00	\$ 9.00	\$ 19.00		0.00			\$ 36.00
3/11/2017		Scottsdale, AZ	EdLeader 21 Conf					0.00			\$ -
3/12/2017		Scottsdale, AZ	EdLeader 21 Conf					0.00			\$ -
3/13/2017		Scottsdale, AZ	EdLeader 21 Conf	\$ 8.00	\$ 9.00	\$ 19.00		0.00			\$ 36.00
3/14/2017		Scottsdale, AZ	EdLeader 21 Conf	\$ 8.00	\$ 9.00	\$ 19.00		0.00			\$ 36.00
3/15/2017	AZ	Chicago, IL	EdLeader 21 Conf	\$ 8.00	\$ 9.00	\$ 19.00		0.00			\$ 36.00
3/16/2017	L-ton	Home	EdLeader 21 Conf	\$ 8.00	\$ 9.00		115	46.00			\$ 63.00
3/23/2017	S-field	Louisville	NSBA Conf	\$ 8.00	\$ 9.00	\$ 19.00		0.00			\$ 36.00
3/24/2017		Denver, CO	NSBA Conf		\$ 9.00	\$ 19.00		0.00			\$ 28.00
3/25/2017		Denver, CO	NSBA Conf		\$ 9.00	\$ 19.00		0.00			\$ 28.00
3/26/2017		Denver, CO	NSBA Conf		\$ 9.00	\$ 19.00		0.00			\$ 28.00
3/27/2017	Denver	Springfield	NSBA Conf		\$ 9.00	\$ 19.00	120	48.00			\$ 76.00
3/28/2017	S-field	Frankfort & Return	Leadership Challenge Conf				105	42.00			\$ 42.00
				\$ 48.00	\$ 90.00	\$ 190.00	474.0	189.60		\$ -	\$ 517.60

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.

--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.

(Signature of Principal/Supervisor)

0011075-0580

(Fund to be Charged)

(Signature of Employee)

(Date)