

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

Month: May/June 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.

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---Maximum meal reimbursement including gratuity - \$7/8/15 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

0011075-0580
(Fund to be Charged)

(Date)