

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

School/Work Site: Southgate Schools Conference/Workshop: KFICS Training/Frankfort

Date(s): 7/12/17 Departure Time: 10:30am Return Time: 6:00pm

Rationale for Attendance: KDE is requiring each district to send a representative for a mandatory training on the KFICS Project. KDE is working with Ameresco on the next steps for the KFICS Project. I will be attending this training along with the district's architect Ehmet Hayes.

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: 186 Total Cost \$76.26
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*_____
6/19/17*Date***RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised:7/11/13