

03.125 AP.22

Standard Invoice for Travel Expense

**PLEASE COMPLETE ALL REQUESTED INFORMATION
TO EXPEDITE YOUR REIMBURSEMENT.**

Org _____ **Object** _____ **Project** _____ **TO EXPEDITE YOUR REIMBURSEMENT.**

Name _____ ☐ **Board Member** ☐ **Employee** ☐ **Itinerant Employee** **Date Submitted** _____

Home Address _____ **City** _____, **State** _____ **ZIP** _____

DATE	TIME		LOCATION/PURPOSE	MILEAGE		OVERNIGHT		LODGING	REGISTRATION	OTHER	TOTAL
	Depart	Return		# of Miles	\$ Amount	Yes	No				
3/2/18	12:00	5:30	Louisville - KSBA				✓			7.00	7.00
3/3/18	6:15	4:30	Louisville - KSBA				✓			10.00	10.00
3/14/18	4:00	3/17/18	LeRington - KASA Finance				✓	376.00			376.00
		8:00									
TOTALS											
GRAND TOTAL:											

Overnight stay is required for meal reimbursement. Meals will be reimbursed at the per diem rate established by the Board plus 20% for tips.

Mileage will be reimbursed at 40¢ per mile. Please attach your Mapquest and all receipts for expense reimbursement (meal receipts not required).

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Employee's Signature	Date	Supervising/Designee's Signature	Date
	3/23/18		3/23/18

Superintendent/Designee's Signature

Office use: # of Breakfast @ \$ _____ # of Lunch / @ \$ _____ # of Dinner 3 @ \$ _____

Review/Revised: 08/26/08

Total Meal Reimbursement \$



Charles Adams
956 Normandy HS Rd
Taylorsville KY 40071
United States
Tax ID

Date : 03-17-18
Time 09:54 AM
Room 303
Conf No 41042776
Recpt No 17340

PAYMENT RECEIPT

Date	Description	Amount
03-17-18	Mastercard XXXXXXXXXXXXX0613 XX/XX	376.06USD

Guest Signature

Cashier 277

Country Inn and Suites Lexington
2297 Executive Drive
Lexington, KY 40505
Phone: (859) 299-8844 Fax: (859) 299-9688
Email: cx_lxtn@countryinn.com



581502



9/07148826/170468300/082551

Waterfront

03/02/18 11:54

4TH S EN

WFP

03/02/18 15:11 13
\$7.00

To add parking to your
room, please take this
ticket to the Hotel front
desk at check-in.

KCA Garage

KCA Exit

DATE :03/03/18

TIME :02:04: PM

Receipt No. 9/531/82

* Original *

Ticket:

Entry :

LPR :

TAX included

129622

03/03/18 07:05 AM

10.00