

Floyd County Schools

Superintendents Travel & Timesheet

***For the Month Ending in
March 2022 & Travel for April 2022***

***Presented to the Floyd County Board of Education,
meeting in Regular session
April 25, 2022***



Floyd County Schools

Salaried Time and Attendance Certification/Affidavit

C= Contract
NC= Non Contract
P= Personal
S= Sick
E= Emergency
H= Holiday
SC= School Closed
PD= Professional
JD= Jury Duty

Employee Number 12717

School/Location CO

Employee Name Anna Shepherd

Month/Year March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DAY	DAY	DAY	DAY	DAY	DAY	DAY
		C	C	C	C	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	C	AS	C	C	C	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	C	C	C	C	C	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	C	C	AS	AS	C	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	C	C	C	C		
DAY	DAY	DAY	DAY	DAY	DAY	DAY

I hereby affirm and attest that the information I have provided is true and, under the provision of law and Board policy, qualifies me to take the leave indicated. I understand that if I have provided information that is not true, I may be subject to disciplinary action.

Employee Signature

Anna W. Shepherd

Date

3/31/22

Supervisor Signature

Date

Total Contract Days

20

176.5

Total Holidays

5

Total PD Days

Total Sick Days

3

6

Total Personal Days

0

Total Emergency

1

This affidavit is essential for payroll purposes. Please fill out the form with care and return it as directed by the Principals/Director/Supervisor.

Total Paid Days

188.5

Total Non-Contract

0

7.5



FLOYD COUNTY PUBLIC SCHOOLS
442 KY RT 550 Eastern, KY 41622
Phone (606) 886-2354 Fax (606) 886-8862
Kentucky Sales Tax Exemption No. B-371

Purchase Order

Fiscal Year 2022

Page: 1 of: 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase
Order #

20223295

V
E
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D
O
R

ANNA SHEPHERD
488 EAST DORTON BLVD
STAFFORDSVILLE, KY 41256

S
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FLOYD COUNTY SCHOOLS
442 KY RT 550
EASTERN, KY 41622

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference			
				4199		Maggie Hall			
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
04/13/2022		143549						SUPERINTENDENT OFFICE	
Item#	Description/PartNo					QTY	UOM	Unit Price	Extended Price
1	Travel to Shelby Co Schools Travel to Shelby Co Schools for L3 COHORT Meeting. GL Account: 0011075 - 0580					1.0	EACH	\$164.64	\$164.64

By: [Signature]
Financial Analyst

By: [Signature]
Director of Finance

By: [Signature]
Superintendent

PO Total	\$164.64
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RECEIVING COPY



REVISED 8/21/01

**Travel Request Form
Floyd County Schools**

Reg # 4199

SSN#

143549

Name Anna Shepherd

Employee School/Location

Central Office/Eastern, KY

Conference/Workshop, City & State

Shelby County Schools L3 Cohort

	DATE	TIME	TRAVEL LOCATIONS	
DEPARTURE	04/18/22	6:00am	FROM	Central Office
RETURN	04/18/22	9:00PM	TO	Shelby County Schools

MUNIS CODING

ORG	OBJECT	PROJECT	DISCRIPTION
0011075	0580		TRAVEL
	0585		SUBSISTENCE
	0586		LODGING
			OTHER

Estimated Employee Expenditure Reimbursement

Mileage (@ \$ 0.49 per mile)

MILEAGE RATE(04-01-22 THRU 06-30-22)

	ENTER MILES OR NUMBER OF DAYS	Amounts requested
\$ 0.49	336	\$ 164.64
Amount Per Day		
Amount Per Day		
Amount Per Day		
TOTAL ESTIMATED EXPENSES TO BE REIMBURSED		\$ 164.64

Bus/Airfare

Subsistence (Overnight stay required)

Lodging (Do not include direct billing to BOE)

Miscellaneous Reimbursable Expenses

Statement of Rationale for Attendance

Signature of Applicant

3/13/22
Date

Signature of Superintendent/Designee

Date

- (A) BREAKFAST AUTHORIZED TRAVEL 6:30 A.M. THROUGH 9:00 A.M.--\$8.00
(B) LUNCH AUTHORIZED TRAVEL 11:00 A.M. THROUGH 2:00 P.M.--\$10.00
(C) DINNER AUTHORIZED TRAVEL 5:00 P.M. THROUGH 9:00 P.M.--\$18.00
(D) Save receipts for tolls, parking, fees, etc over \$2.00 and lodging receipts for attachment of expense reimbursement form.
(E) Expense reimbursement forms must be submitted for payment no later than 45 days after travel has been completed.

