

Floyd County Schools

Superintendents Travel & Timesheet

***For the Month Ending in
November 2022 &
Travel for January 2023***

***Presented to the Floyd County Board of Education,
meeting in Regular session
December 19, 2022***

Travel Request Form

Floyd County Schools

Name Anna Shepherd SSN#

Employee School/Location

Central Office Superintendent/Eastern, KY

Conference/Workshop, City & State

KWEL Annual Forum/Louisville KY

	DATE	TIME	TRAVEL LOCATIONS	
DEPARTURE	01/24/23	4:00pm	FROM	Stafordsville, KY
RETURN	01/26/23	7:00pm	TO	Louisville, KY

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

Estimated Employee Expenditure Reimbursement

		ENTER MILES OR NUMBER OF DAYS	Amounts requested
Mileage (@ \$ 0.46 per mile)	MILEAGE RATE(10-01-22 THRU 13-31-22)	\$ 0.46	380
Bus/Airfare	Amount Per Day		
Subsistence (Overnight stay required)	Amount Per Day		\$ 90.00
Lodging (Do not include direct billing to BOE)	Amount Per Day		
Miscellaneous Reimbursable Expenses			
TOTAL ESTIMATED EXPENSES TO BE REIMBURSED			\$ 264.80

Statement of Rationale for Attendance

Signature of Applicant

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.



