

# ***Floyd County Schools***

## ***Superintendents Travel & Timesheet***

***For the Month Ending in  
December 2022 &  
Travel for February 2023***

***Presented to the Floyd County Board of Education,  
meeting in Regular session  
January 23, 2023***



# 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 Central office

Employee Name Anna Shepherd

Month/Year December 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DAY	DAY	DAY	DAY	DAY	DAY	DAY
				C	NC	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	NC	NC	NC	NC	NC	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	NC	C	C	C	C	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	C	C	C	C	E	
DAY	DAY	DAY	DAY	DAY	DAY	DAY
	H	C	C	C	H	
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 12-30-22

Supervisor Signature

Date

Total Contract Days  
 Total Holidays  
 Total PD Days  
 Total Sick Days  
 Total Personal Days  
 Total Emergency  
 Total Paid Days  
 Total Non-Contract

THIS Period	TOTAL YTD
12	112
2	5
1	1
15	118
7	15

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

# Travel Request Form

## Floyd County Schools

Name Anna Shepherd SSN#

Employee School/Location

Central Office, Superintendent/Eastern, KY

Conference/Workshop, City & State

KASA Chief Academic Officer Summit

	DATE	TIME	TRAVEL LOCATIONS	
DEPARTURE	02/08/23	4:00pm	FROM	Staffordsville
RETURN	02/09/23	7:00pm	TO	Louisville

### MUNIS CODING

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 (@ \$ 0.44 per mile)	MILEAGE RATE(01-01-23 THRU 03-31-23)	\$ 0.44	380
Bus/Airfare	Amount Per Day		
Subsistence (Overnight stay required)	Amount Per Day		\$ 54.00
Lodging (Do not include direct billing to BOE)	Amount Per Day		
Miscellaneous Reimbursable Expenses			
TOTAL ESTIMATED EXPENSES TO BE REIMBURSED			\$ 221.20

### Statement of Rationale for Attendance

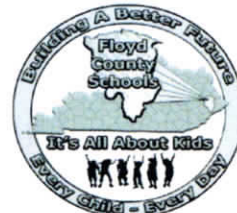
Signature of Applicant Anna W. Shepherd

1-10-23  
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.



# Travel Request Form

## Floyd County Schools

Name Anna Shepherd SSN#

Employee School/Location

Central Office, Superintendent/Eastern, KY

Conference/Workshop, City & State

2023 KSBA Annual Conference & KASA Cohort

	DATE	TIME	TRAVEL LOCATIONS	
DEPARTURE	02/23/23	4:00 pm	FROM	Staffordsville
RETURN	02/26/23	6:00 pm	TO	Louisville

### MUNIS CODING

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 (@ \$ 0.44 per mile)	MILEAGE RATE(01-01-23 THRU 03-31-23)	\$ 0.44	380
Bus/Airfare	Amount Per Day		
Subsistence (Overnight stay required)	Amount Per Day		\$ 98.00
Lodging (Do not include direct billing to BOE)	Amount Per Day		
Miscellaneous Reimbursable Expenses			
TOTAL ESTIMATED EXPENSES TO BE REIMBURSED			\$ 265.20

### 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  
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