

THE KENTON COUNTY BOARD OF EDUCATION

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531 WEBSITE: www.kenton.kyschools.us Dr. Henry Webb, Superintendent of Schools

DATE:

April 29, 2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve reimbursement to Dr. Webb for expenses incurred to attend the 2024 Energy Star Awards Celebration.

APPLICABLE BOARD POLICY:

03.125 Expense Reimbursement

HISTORY/BACKGROUND:

Kenton County School District has been selected as a 2024 Energy Star Partner of the Year winner for Sustained Excellence. paid for the airline ticket, three nights hotel stay, and several meals. Reimbursement is requested for out of pocket expenses (meals, taxi, checked bags). Two nights hotel and flights expenses were also incurred while attending the conference.

FISCAL/BUDGETARY IMPACT:

\$ 256.89 Superintendent's Travel

RECOMMENDATION:

Approval of reimbursement to Dr. Webb for expenses incurred to attend the 2024 Energy Star Awards Celebration.

CONTACT PERSON	:	
Misty Jones		
Principal	District Administrator	Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.

Employee Name: Dr. Henry Webb		Group s	ponsoring profes	Energy Star Awards Celebration				
School/Department: CO-Superintendent		Type of	meeting or purp	ose of event:	Recipent of 2024 Energy Star Award			
		Meeting attendance dates:			4 thru	4/25	/24	
1. Estimate all travel expenses, including those paid by Pu		Dates yo	ou will travel:	4/24/24	4 and	4/26	/24	
2. Have your supervisor and grant administrator approve this form.			Location of y	our meeting:	Washington, D.	C.		
Send this form to Superintendent/Designee for KCBOE approval prior to travel.			employees travel	ing with you:	K.Collins, C.Baker, M.Rigg			
4. Complete actual mileage & expenses after travel .								
If actual travel is over three	e (3) days, use addit	ional pages.	Date:	4/24/2024	Date:	4/25/2024	Date:	4/26/2024
			Estimate	Actual	Estimate	Actual	Estimate	Actual
Substitute Needed: No	Milea	ge per/day				un-		
·	Mileage	Cost @ .53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meal rate reimbursement during travel status requires overnight stay. Meals 6:30-9:00	Dam B	reakfast \$8	\$10.00	10.60	\$10.00	\$ 10.00	\$10.00	\$ 10.00
provided at event are not reimbursed. High- 11:00-2:00)pm	Lunch \$10	\$11.00		\$11.00		\$11.00	\$ 11.00
rate area meal rates reimbursement paid per policy. 5:00-9:00	Opm	Dinner \$18	\$23.00		\$23.00		\$23.00	\$ 23.00
Check the box to the right if this expense will be paid	Air	line Tickets	\$297.20			\$		\$
with a District PO and the employee will not be	V Dest Fe	Lodging	\$500.00	28.99	\$500.00	\$ 28.99		\$
reimbursed. Receipts are required.	Regis	tration Fee	\$112.00			\$		\$
Receipts are requi	ired. Taxi/Ube	r/Tolls/Pkg	\$25.00	22.75	\$25.00	\$	\$25.00	\$ 44.16
			\$978.20	95.74	\$569.00	72.99	\$69.00	88.14
Funding source: Superintendent's T	ravel	Account Cha	arged: Org#	0011075	Object #	0580	Project #	
PRIOR TO TRAVEL Approval of all estima	ted expenses for thi	s trip	AFTER TRAVEL	. Approval of	actual expense to	be reimburse	d to employee	
Total Estimate: \$1,616-20			Total expenses paid by employee = reimbursement : 256.89					
Supervisor's Signature:	Delm Date	3/7/24					(Attach rec	eipts if applicable)
Grant Admin's Signature:	gnature: Date		Employee Signa	ture:	Date 4/29			4/29/24
Supt/Designee Signature:	Date		Finance Dept Ve	erification:	1		\$	256.89
If approved, this form will be returned to you so you can use it to request reimbursement of actual expenses paid after your travel.			Requests for reimbursement of the actual expenses you paid must be submitted to the Accounts Payable dept. no later than sixty (60) days after the date of travel.					
Revised 2/11/19 Incomplete forms will be returned, which could delay approval and/or reimbursement. Page 1 of 1								



WASHINGTON DC

GUEST FOLIO

	14							
154	WEBB/HENRY	.1	00	04/26/24	10:26		27203	
ROOM	NAME	RATI	E	DEPART	TIME		ACCT#	
GD	ANY STREET1 ANY	STRE		04/24/24	09:29			
TYPE	ANY CITY MA 9800)4		ARRIVE	TIME			
41		PAS	SPORT:					
ROOM CLERK	ADDRESS		XXXXXX MENT	XXXX			MBV#:	XXX;
DATE	REFERE	ENCES	CH	ARGES	CREDI	TS	BALANCES	DUE
04/24 04/24 04/25 04/25 04/26	DESTFTAX I	: MASTERCARD Card I ZATION *********** RD Mode: Issuer VR: 0000008000 IAD: 0	XXXXXXX Entry: CHI 11060700	IP Acct #: *****	***** A			00
========		====== EXP. RE	PORT SL	JMMARY ===	=======		========	=======
04/24	DEST FEE DESTFTAX			25.00 3.99				
04/25	DEST FEE DESTFTAX			25.00 3.99				

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit card unmber set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

From:

Henry Webb

Sent:

Wednesday, April 24, 2024 9:33 AM

To:

Jones, Misty

Subject:

Fwd: Your Wednesday morning trip with Uber

You don't often get email from

Learn why this is important

WARNING!

This message came from outside Kenton County School District with a display name matching a school or district administrator's name. These messages are frequently used in spear phishing attempts. Verify the sender before clicking any links or taking any actions.

- KCSD Technology Departmen

External Message

----- Forwarded message -----

From: **Uber Receipts** < noreply@uber.com> Date: Wed, Apr 24, 2024 at 9:26 AM

Subject: Your Wednesday morning trip with Uber

To:

Uber

Total \$22.75 April 24, 2024

Thanks for riding, Henry

We hope you enjoyed your ride this morning.



Total

\$22.75

Trip fare		\$16.07
Subtotal		\$16.07
Booking Fee 🕝		\$1.68
DCA Airport Surcharge		\$5.00
Receipt ID # e52f2e8d-ac5b-4633-9034-d800297762	a5	

Download PDF

This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Abbas

4.95 ★ Rating

Has passed a multi-step safety screen

Drivers are critical to communities right now. Say thanks with a tip.

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more >

UberXXL 3.41 miles | 13 min

9:13 AM
Terminal 2, Ronald Reagan
Washington National Airport
(DCA), Arlington, VA 22202,
US

9:26 AM

1331 Pennsylvania Ave NW,

Washington DC, DC 20004,

US



My trips >

Contact support>

From:

Henry Webb

Sent:

Friday, April 26, 2024 11:22 AM

To:

Jones, Misty

Subject:

Fwd: Your Friday morning trip with Uber

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earn why this is important

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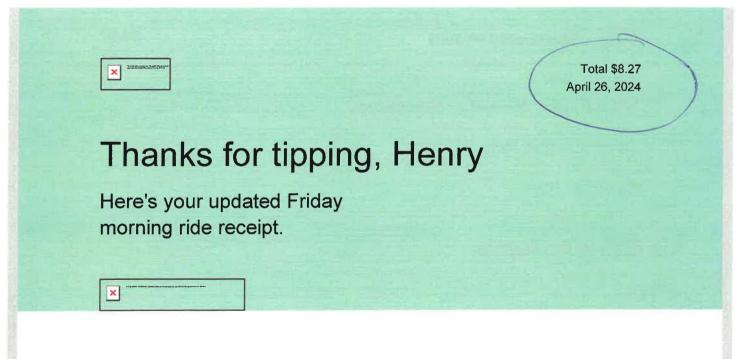
External Message

----- Forwarded message -----

From: **Uber Receipts** <<u>noreply@uber.com</u>> Date: Fri, Apr 26, 2024 at 11:21 AM

Subject: Your Friday morning trip with Uber

To: ∙



Total

\$8.27

Trip fare	\$7.88
Subtotal	\$7.88
Booking Fee 🗔	\$1.00
DC Digital Dispatch Surcharge	\$0.25
Tip	\$1.00
Promotion	-\$2.28
DC Fee 🗔	\$0.42
Payments	



\$8.27

Receipt ID # a81e133d-dff4-45b9-9951-ba3f2bd32a18

Switch Payment Method

Download PDF

You rode with Maynor

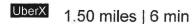


Has passed a multi-step safety screen

Issued on behalf of Maynor

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more >



11:03 AM

1331 Pennsylvania Ave NW,

Washington DC, DC 20004,

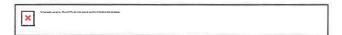
<u>US</u>

11:10 AM

Constitution Ave 1st St

Delaware Ave and C St NE.

Washington, DC 20002, US



Report lost item >

Contact support>

My trips >

×

3

From:

Henry Webb

Sent:

Friday, April 26, 2024 5:15 PM

To:

Jones, Misty

Subject:

Fwd: Your Friday evening trip with Uber

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earn why this is important

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KCSD Technology Departmen

External Message

----- Forwarded message ------

From: Uber Receipts < noreply@uber.com >

Date: Fri, Apr 26, 2024 at 5:14 PM

Subject: Your Friday evening trip with Uber

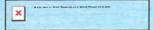
To: <



Total \$35.89 April 26, 2024

Thanks for riding, Henry

We hope you enjoyed your ride this evening.



Total

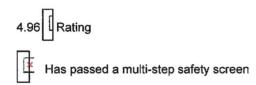
\$35.89

Trip fare	\$25.91
Subtotal	\$25.91
Booking Fee 🗔	\$1.68
Wait Time 🗔	\$1.02
DCA Airport Surcharge	\$5.00
DC Digital Dispatch Surcharge	\$0.25
DC Fee 🗔	\$2.03
Receipt ID # 9c7fcc1e-20aa-42fa-bd0d-ffa184a9a5e8	

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This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Odkhuu



Drivers are critical to communities right now. Say thanks with a tip.

Rate or tip

When you ride with Uber, your trips are insured in case of a covered accident.

Learn more >

UberXL 4.45 miles | 11 min

5:02 PM

1331 Pennsylvania Ave NW, Washington DC, DC 20004, US

5:14 PM
Terminal 2, Ronald Reagan
Washington National Airport
(DCA), Arlington, VA 22202,
US

Report lost item > Contact support>

My trips >

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