



Kenton County School District | It's about ALL kids.

**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.

TRAVEL AUTHORIZATION REQUEST

Employee Name: Dr. Henry WebbSchool/Department: CO-SuperintendentGroup sponsoring professional event: Energy Star Awards CelebrationType of meeting or purpose of event: Recipient of 2024 Energy Star AwardMeeting attendance dates: 4/25/24 thru 4/25/24Dates you will travel: 4/24/24 and 4/26/24Location of your meeting: Washington, D.C.Other employees traveling with you: K.Collins, C.Baker, M.Rigg

1. Estimate all travel expenses, including those paid by Purchase Order.
2. Have your supervisor and grant administrator approve this form.
3. Send this form to Superintendent/Designee for KCBQE approval prior to travel.
4. Complete actual mileage & expenses after travel.

If actual travel is over three (3) days, use additional pages.

Substitute Needed:

☐ No

If actual travel is over three (3) days, use additional pages.			Date: 4/24/2024		Date: 4/25/2024		Date: 4/26/2024	
			Estimate	Actual	Estimate	Actual	Estimate	Actual
Substitute Needed: <div>No</div>			Mileage per/day					
			Mileage Cost @ .53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meal rate reimbursement during travel status requires overnight stay. Meals provided at event are not reimbursed. High-rate area meal rates reimbursement paid per policy.	6:30-9:00am	Breakfast \$8	\$10.00	\$ 10.00	\$10.00	\$ 10.00	\$10.00	\$ 10.00
	11:00-2:00pm	Lunch \$10	\$11.00	\$ 11.00	\$11.00	\$ 11.00	\$11.00	\$ 11.00
	5:00-9:00pm	Dinner \$18	\$23.00	\$ 23.00	\$23.00	\$ 23.00	\$23.00	\$ 23.00
Check the box to the right if this expense will be paid with a District PO and the employee will not be reimbursed. Receipts are required.	<input checked="" type="checkbox"/>	Airline Tickets	\$297.20	\$ —		\$ —		\$ —
	<input checked="" type="checkbox"/>	Dest Fee Lodging	\$500.00	\$ 28.99	\$500.00	\$ 28.99		\$ —
	<input checked="" type="checkbox"/>	Registration Fee	\$112.00	\$ —		\$ —		\$ —
Receipts are required.		Taxi/Uber/Tolls/Pkg	\$25.00	\$ 22.75	\$25.00		\$25.00	\$ 44.16
			\$978.20	95.74	\$569.00	72.99	\$69.00	88.16

Funding source:

Superintendent's Travel

Account Charged:

Org # 0011075Object # 0580

Project # _____

PRIOR TO TRAVEL Approval of all estimated expenses for this tripTotal Estimate: \$1,616.20Supervisor's Signature: [Signature]Date 3/7/24

Grant Admin's Signature: _____

Date _____

Supt/Designee Signature: _____

Date _____

*If approved, this form will be returned to you so you can use it to request reimbursement of actual expenses paid after your travel.***AFTER TRAVEL** Approval of actual expense to be reimbursed to employeeTotal expenses paid by employee = reimbursement: 256.89

(Attach receipts if applicable)

Employee Signature: [Signature]Date 4/29/24

Finance Dept Verification: _____

\$ 256.89*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.*April 4/2024

154	WEBB/HENRY	.00	04/26/24	10:26	27203
ROOM	NAME	RATE	DEPART	TIME	ACCT#
GD	ANY STREET1 ANY STRE		04/24/24	09:29	
TYPE	ANY CITY MA 98004		ARRIVE	TIME	
41					
ROOM		PASSPORT:			
CLERK	ADDRESS	MCXXXXXXXXXX			MBV#: XXX
		PAYMENT			
DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE	
04/24	DEST FEE	DEST FEE		25.00	
04/24	DESTFTAX	DEST FEE		3.99	
04/25	DEST FEE	DEST FEE		25.00	
04/25	DESTFTAX	DEST FEE		3.99	
04/26	CCARD-MC				
	PAYMENT RECEIVED BY: MASTERCARD	XXXXXXXXXX;		57.98	
	***** AUTHORIZATION *****				
	APPROVED				
	Total: \$100.01 Card Type: MASTERCARD Card Entry: CHIP Acct #: *****				Approval Code: 00140P
	***** EMV AUTHORIZATION *****				
	App Label: MASTERCARD Mode: Issuer				
	AID: A0000000041010 TVR: 0000008000 IAD: 0110607001220000D36F00000000000000FF TSI: E800 ARC: 00				
	AC: E8ADF2A869240A34 CVM: 1E0300				
					.00
===== EXP. REPORT SUMMARY =====					
04/24	DEST FEE			25.00	
	DESTFTAX			3.99	
04/25	DEST FEE			25.00	
	DESTFTAX			3.99	

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Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.

J.W. MARRIOTT WASHINGTON D.C.
 1331 PENNSYLVANIA AV
 WASHINGTON, DC 20004

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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 column opposite any credit card entry in the reference column above will be charged to the credit card number 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 such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, 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.

Signature X

Jones, Misty

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 Department

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-d800297762a5

[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>

Jones, Misty

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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[learn why this is important](#)

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- KCSD Technology Department

External Message

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

From: Uber Receipts <noreply@uber.com>

Date: Fri, Apr 26, 2024 at 11:21 AM

Subject: Your Friday morning trip with Uber

To: •



Total \$8.27
April 26, 2024

Thanks for tipping, Henry

Here's your updated Friday
morning ride receipt.



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



Mastercard ●●●

\$8.27

4/26/24 11:21 AM

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

[Switch Payment Method](#)

[Download PDF](#)

You rode with Maynor

4.98  Rating



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 >](#)

UberX 1.50 miles | 6 min



11:03 AM

[1331 Pennsylvania Ave NW,](#)
[Washington DC, DC 20004,](#)
[US](#)



11:10 AM

Constitution Ave 1st St
Delaware Ave and [C St NE,](#)
[Washington, DC 20002, US](#)



[Report lost item >](#)

[Contact support>](#)

[My trips >](#)



Jones, Misty

From: Henry Webb
Sent: Friday, April 26, 2024 5:15 PM
To: Jones, Misty
Subject: Fwd: Your Friday evening trip with Uber

You don't often get email from

[learn why this is important](#)

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- KCSD Technology Department

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

4.96  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 >](#)

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



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[My trips >](#)



[Forgot password](#)