

REIMBURSEMENT VOUCHER

FUND	UNIT	FUNCTION	PROGRAM	INST. LEVEL	PROJECT	WORKSITE	EMPLOYEE ID#

Name Misty Middleton Board Member Employee Itinerant Employee Date Submitted 6-17-24
 Home Address _____ City _____, State _____ Zip _____

DATE	TIME		LOCATION/PURPOSE	MILEAGE		FOOD		LODGING	REGISTRATION	OTHER	TOTAL	
	Depart	Return		# of Miles	\$ Amount	Meals	Tips*					
6/10/24	9:00		Marriott City Center Lexington - KASS	87		14.84	2.80					
6/11/24		1:00	Summit	87								
6/12/24	12:00		Louisville - NKCS	105								
6/14/24		4:00	Embassy Suites	105								
Totals				384	172.80	14.84	2.80					
				x .45							GRAND TOTAL:	190.44

* Tips in excess of 20% of the cost of food will not be approved.

Mileage will be reimbursed at the rate approved by the Board.

Please attach all itemized receipts for expense reimbursement. Reimbursement will be made monthly.

Misty Middleton 6/17/24
 Employee's Signature Date Signature of Superintendent/designee Date

Review/Revised:6/12/2023

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FUND	UNIT	FUNCTION	PROGRAM	INST. LEVEL	PROJECT	WORKSITE	EMPLOYEE ID#

Name Misty Middleton Board Member Employee Itinerant Employee Date Submitted _____
Home Address _____ City _____, State _____ Zip _____

DATE	TIME		LOCATION/PURPOSE	MILEAGE		FOOD		LODGING	REGISTRATION	OTHER	TOTAL	
	Depart	Return		# of Miles	\$ Amount	Meals	Tips*					
July-23			1/2 of cell phone for FY24							16.36		
Aug-23											16.36	
Sept-23											16.36	
Oct-23											16.45	
Nov-23											16.45	
Dec-23											16.45	
Jan-24											16.45	
Feb-24											16.42	
Mar-24											16.42	
Apr-24											16.79	
May 24											16.79	
June 24												
Totals												
GRAND TOTAL:										1680	198.10	

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Misty Middleton _____ Date _____ Signature of Superintendent/designee _____ Date _____
Employee's Signature

REIMBURSEMENT VOUCHER

FUND	UNIT	FUNCTION	PROGRAM	INST. LEVEL	PROJECT	WORKSITE	EMPLOYEE ID#

Name Misty Middleton Board Member Employee Itinerant Employee Date Submitted 7/11/24
 Home Address 120 Main St City Newport, State KY Zip 41071

DATE	TIME		LOCATION/PURPOSE	MILEAGE		FOOD		LODGING	REGISTRATION	OTHER	TOTAL
	Depart	Return		# of Miles	\$ Amount	Meals	Tips*				
7/5/24	8:00	9:00	Sams - Stuff for retreat	26							
7/7/24	1:00		West Chester -	23							
7/9/24		3:30	Retreat	23							
Totals				<u>72</u>	<u>32.40</u>						
<u>GRAND TOTAL:</u>											<u>32.40</u>

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Misty Middleton 7/11/24
 Employee's Signature Date Signature of Superintendent/designee Date

Review/Revised:6/12/2023

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