

TRAVEL EXPENSE VOUCHER DAYTON INDEPENDENT SCHOOLS

03.125 AP.22

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| NAME | <i>Rick Wolf</i> |
| ADDRESS | <i>5955 Riverrock Way</i> |
| ADDRESS | <i>Cold Spring, KY 41076</i> |
| DATE | |
| POSITION | <i>Superintendent</i> |

DAYTON INDEPENDENT SCHOOLS
TRAVEL REIMBURSEMENT FORM

| DATE | PURPOSE OF TRIP | FROM | TO | # MILES | @ per mile* | MEALS/TIPS | LODGING | MISC. | TOTAL |
|--------------|-------------------------------------|--------|---------------|---------|-------------|------------|---------|-------|------------------|
| 11/26/2024 | Meet with NKU's President | Dayton | NKU | 15.3 | \$ 6.58 | \$ - | \$ - | \$ - | \$ 6.58 |
| 12/4/2024 | Attend the RSP Regional Meeting | Dayton | NKCES | 18 | \$ 7.74 | \$ - | \$ - | \$ - | \$ 7.74 |
| 12/5/2024 | Meet with Principal at Holy Trinity | Dayton | Holy Trinity | 2.8 | \$ 1.20 | \$ - | \$ - | \$ - | \$ 1.20 |
| 12/6/2024 | Meet with St. Catherine's Prinicpal | Dayton | St. Catherine | 4.4 | \$ 1.89 | \$ - | \$ - | \$ - | \$ 1.89 |
| 12/8/2024 | Attend KASS | Home | Louisville | 204 | \$ 87.72 | \$ - | \$ - | \$ - | \$ 87.72 |
| | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL | | | | | | \$ - | \$ - | \$ - | \$ 105.14 |

* mileage rate subject to change quarterly based on state's mileage rate

A DETAILED RECEIPT MUST BE SUBMITTED FOR ALL CHARGES TO INCLUDE: LODGING, MEAL CHARGES, TOLLS, ETC.
ALL MISCELLANEOUS CHARGES MUST BE EXPLAINED ON THE REVERSE SIDE OF THIS FORM.

I certify that the amount requested is a correct statement of the amount due as itemized above.

Employee's Signature

Date

Signature of Superintendent/designee

Date