

## Travel Expense Voucher

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

Name Sarah Wasson ☐ Board Member ☒ Employee ☐ Itinerant Employee Date Submitted 3-17-25

Home Address 111 Maple St. City Stanton State Ky Zip 40380

| DATE                | TIME   |        | LOCATION/PURPOSE      | MILEAGE    |           | FOOD  |       | LODGING | REGISTRATION | OTHER | TOTAL |
|---------------------|--------|--------|-----------------------|------------|-----------|-------|-------|---------|--------------|-------|-------|
|                     | Depart | Return |                       | # of Miles | \$ Amount | Meals | Tips* |         |              |       |       |
| 8/2/85              |        |        | Louisville-KASA Conf. | —          | —         | 42.25 | 6.34  | —       | —            | —     | 48.59 |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
|                     |        |        |                       |            |           |       |       |         |              |       |       |
| <b>Totals</b>       |        |        |                       |            |           |       |       |         |              |       |       |
| <b>GRAND TOTAL:</b> |        |        |                       |            |           |       |       |         |              |       | 48.59 |

**\* Tips in excess of 15% of the cost of food will not be approved.**

Mileage will be reimbursed at the quarterly rate. Total food expenses will be reimbursed up to \$45.00 per day. Meals obtained on day trips are subject to federal and state taxes as well as teacher retirement in accordance with Board policy.

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

*Adrian M. Moore* 3-17-25  
Employee's Signature Date

**Signature of Superintendent/designee** \_\_\_\_\_ **Date** \_\_\_\_\_

Review/Revised:6/13/2023

Cast Iron Steak House  
1207 East Market Street  
Jeffersonville IN. 47130

Server: Cheyenne S  
Check #78 Table 12  
Guest Count: 4  
Ordered: 2/27/25 7:48 PM

|                            |         |
|----------------------------|---------|
| Bacon Wrapped Jumbo Shrimp | \$12.99 |
| 6 oz. Filet                | \$24.99 |
| Asparagus                  | \$1.50  |
| Subtotal                   | \$39.48 |
| Tax                        | \$2.77  |
| Total                      | \$42.25 |

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