



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

## Issue Paper

**DATE:**

March 31, 2025

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Reimbursement to Dr. Webb for expenses incurred to attend the National Center for Education Research and Technology (NCERT) Spring 2025 Conference.

**APPLICABLE BOARD POLICY:**

03.125 – Expense Reimbursement

**HISTORY/BACKGROUND:**

The membership with NCERT covers conference registration and hotel accommodations. Airline expense was paid for with a District Purchase Order and will be reimbursed by NCERT. Reimbursement is a request for out of pocket expenses (meals) incurred while attending the conference and Taxi/Ubers/Airport Parking/Luggage. The approved Travel Authorization form is attached.

**FISCAL/BUDGETARY IMPACT:**

\$ 344.30 – Superintendent's Travel

**RECOMMENDATION:**

Approval for Reimbursement to Dr. Webb for expenses incurred to attend the National Center for Education Research and Technology (NCERT) Spring 2025 Conference.

**CONTACT PERSON:**

Misty Jones

\_\_\_\_\_  
Principal/Administrator

\_\_\_\_\_  
District Administrator

A handwritten signature in black ink, appearing to be 'J. Webb', written over a horizontal line.

\_\_\_\_\_  
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

03.125 AP.21

jj

Employee Name: Henry WebbGroup sponsoring professional event: NCERTSchool/Department: CO - SuperintendentType of meeting or purpose of event: 2025 Spring Executive Leadership ConferenceMeeting attendance dates: 3/26/25 thru 3/29/25Dates you will travel: 3/26/25 and 3/30/25Location of your meeting: Oceanside, CAOther employees traveling with you: N/A

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 KCBCE 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

			Date: <u>Wed</u> 3/26/2025		Date: <u>Thur</u> 3/27/2025		Date: <u>Fri</u> 3/28/2025	
			Estimate	Actual	Estimate	Actual	Estimate	Actual
Mileage per/day								
Mileage Cost @								
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	\$14.00	\$ 14.00		\$ 0		\$ 0
	11:00-2:00pm	Lunch \$10	\$18.00	\$ 18.00		\$ 0		\$ 0
	5:00-9:00pm	Dinner \$18		\$		\$ 0	\$28.00	\$ 28.00
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"/>	REIMB. \$500 - Airline	\$800.00	\$ —		\$		\$
	<input type="checkbox"/>	PAID BY NCERT Lodging		\$		\$		\$
	<input type="checkbox"/>	PAID Registration Fee		\$		\$		\$
Receipts are required.								
Taxi/Uber/Tolls/Pkg			\$20.00	\$ 89.36	\$20.00	\$ 0	\$20.00	\$ 0
			\$852.00	121.36	\$20.00	0	\$48.00	28.00

Funding source:

Superintendent's Travel

Account Charged:

Org # 0011075Object # 0580

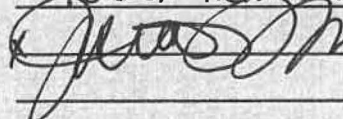
Project #

## PRIOR TO TRAVEL Approval of all estimated expenses for this trip

Total Estimate:

\$1052.- Reimb \$500 = \$552.00

Supervisor's Signature:


Date 1/17/25

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 employee

Total expenses paid by employee = reimbursement:

\$ 344.30

(Attach receipts if applicable)

Employee Signature:


Date 3/31/25

Finance Dept Verification:

\$

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.

February 19. Kennedy  
1.17.25



**From:** Webb, Henry  
**Sent:** Saturday, March 29, 2025 1:24 PM  
**To:** Jones, Misty  
**Subject:** Fwd: Your Saturday morning trip with Uber

FYI. Final receipt.

Thx.

Sent from my iPhone

Begin forwarded message:

**From:** Henry Webb <hwebb122020@gmail.com>  
**Date:** March 29, 2025 at 10:22:39 AM PDT  
**To:** "Webb, Henry" <henry.webb@kenton.kyschools.us>  
**Subject:** Fwd: Your Saturday morning trip with Uber

# 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:** Sat, Mar 29, 2025 at 10:19 AM  
**Subject:** Your Saturday morning trip with Uber  
**To:** <hwebb122020@gmail.com>

Uber

Total \$79.94  
March 29, 2025

Thanks for riding, Henry

We hope you enjoyed your ride  
this morning.



**Total** **\$79.94**

In December 2024 in California, roughly 32% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

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Trip fare	\$62.41
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Subtotal	\$62.41
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CA Driver Benefits ?	\$0.54
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Access for All Fee ?	\$0.10
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Booking Fee ?	\$16.80
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Clean Miles Standard Regulatory Fee	\$0.09
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[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.



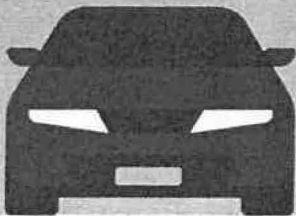
**From:** Jones, Misty  
**Sent:** Wednesday, March 26, 2025 3:13 PM  
**To:** Jones, Misty  
**Subject:** FW: Your Wednesday morning trip with Uber

Uber

Total \$89.36  
March 26, 2025

Thanks for riding, Henry

We hope you enjoyed your ride  
this morning.



Total \$89.36

In December 2024 in California, roughly 32% of customers' fares went toward covering government-mandated commercial insurance for rideshare/TNC (transportation network company) trips. [Take action to bring down costs.](#)

Trip fare	\$68.51
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Subtotal	\$68.51
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Access for All Fee ?	\$0.10
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SAN Airport Pickup Surcharge	\$4.25
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Booking Fee ?	\$15.87
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CA Driver Benefits ?	\$0.54
----------------------	--------

Clean Miles Standard Regulatory Fee ?	\$0.09
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[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 ALICIA

4.97 ★ Rating

 Has passed a multi-step safety screen

Rate or tip

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

[Learn more >](#)



Cincinnati/Northern Kentucky  
International Airport  
Operated By Standard Parking

### Receipt

L/R #06	A Payment No.00303549
T/D #01	Ticket No.039893
Entry Time	03/26/2025 (Wed) 4:06
Exit Time	03/30/2025 (Sun) 16:45
Parking Time	4Days 12:39
Parking Fee	Rate A \$115.00

Taxable Amount	
Taxable Amount1	\$108.49
TAX(Included)	\$6.51
Tax1	6.00 % \$6.51

MASTERCARD

Account #	*****2693
Slip #	503515
Auth Code	000008697P
Credit Card Amount	\$115.00

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Total	\$115.00
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Thank You  
For Comments or Questions  
Call 859-767-3105