

Issue Paper

<u>DATE</u>: 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.

<u>APPLICABLE BOARD POLICY:</u> 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

Superintendent

Principal/Administrator

District Administrator

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

Personnel

Employee Name: Henry Webb	Group s	ponsoring profes	sional event:	NCERT			11
School/Department: CO - Superintendent		meeting or purp	ose of event:	2025 Spring Executive Leadership Conference			
		Meeting atter	ndance dates:	3/26/25	5 thru	3/29	/25
1. Estimate all travel expenses, including those paid by Purchase	e Order.	Dates y	ou will travel:	3/26/2	5 and	3/30	/25
2. Have your supervisor and grant administrator approve this for	rm.	Location of	our meeting:	Oceanside, CA			
			eling with you: N/A				
4. Complete actual mileage & expenses after travel .		. ,					
If actual travel is over three (3) o	days, use additional pages.	Date: Wed	3/26/2025	Date: Thur	3/27/2025	Date: Fri	3/28/2025
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Supt/Designee Signature:	Date	Finance Dept V	. (5
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Personnel

TRAVEL AUTHORIZATION REQUEST

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Revised 2/11/19 Incomplete forms will be returned, which could delay approval and/or reimbursement. Page 2 of	Revised 2/11/19 Incomplete forms wi	ill be returned, which co	uld delay approval	and/or reimbu	irsement.	Pag	ge 2	of	

From: Sent: To: Subject: Webb, Henry Saturday, March 29, 2025 1:24 PM Jones, Misty 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!

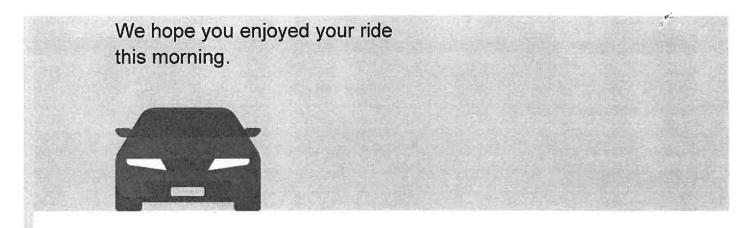
This message came from outside Kenton County School District with a display name matching a school or district administrator's name. These messages are frequently used in spear phishing attempts. Verify the sender before clicking any links or taking any actions.

External Message

------ Forwarded message ------From: Uber Receipts <<u>noreply@uber.com</u>> Date: Sat, Mar 29, 2025 at 10:19 AM Subject: Your Saturday morning trip with Uber To: <<u>hwebb122020@gmail.com</u>>

 Uber
 Total \$79.94 March 29, 2025

 Thanks for riding, Henry



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. <u>Take action to bring down costs</u>.

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

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.

Jones, Misty

1

From: Sent: To: Subject: Jones, Misty Wednesday, March 26, 2025 3:13 PM Jones, Misty 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. <u>Take action to bring down costs.</u>

1

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Subtotal	\$68.51
Access for All Fee 😨	\$0.10
SAN Airport Pickup Surcharge	\$4.25
Booking Fee 🚱	\$15.87
CA Driver Benefits 😨	\$0.54
Clean Miles Standard Regulatory Fee 😰	\$0.09
	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

2. 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 >



· 22

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

Thank You For Comments or Questions Call 859-767-3105