

## Mileage and Meal Reimbursement Voucher

<b>Employee Name</b>		<b>Meal Allowances</b>		<b>Expenses at a glance</b>	
<b>Employee ID</b>		<b>Leave home or school at or before:</b>	<b>Return to home or school at or after:</b>		
<b>Employee Work Location</b>		8:00 a.m. to be eligible for breakfast	9:00 a.m. to be eligible for breakfast	Mileage Expense	\$0.00
<b>Current Mileage Rate</b>	\$ -	11:00 a.m. to be eligible for lunch	2:00 p.m. to be eligible for lunch	Meal Expenses	\$0.00
<a href="#">Click here for current mileage rate information.</a>		5:00 p.m. to be eligible for dinner	7:00 p.m. to be eligible for dinner	<b>TOTAL TRIP EXPENSES</b>	<b>\$0.00</b>

Receipts are not needed for meal expenses. Amounts are on a per diem basis with proof of overnight stay.

Mileage							Other	Meal Expenses <small>(see Per Diem Rates below)</small>		
Date	Time of Departure	Time of Return	Location	Purpose	# of miles	\$ Amount	Parking/Tolls/Other Transportation	Select Meals (Select None if no meals will be claimed)	Amount	Total
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
						\$ -		None	\$ -	\$ -
<b>Total</b>					<b>0.00</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>

Employee Signature _____	Date _____
Signature of Supervisor _____	Date _____
Grant Coordinator (if applicable) _____	Date _____
Signature of Finance Officer _____	Date _____

Per Diem Rates	
Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$23.00
High Rate Per Diem	
Breakfast	\$14.00
Lunch	\$18.00
Dinner	\$28.00

Account Code	Amount
<b>Total</b>	<b>\$ -</b>

\*WHEN TRAVEL IS TO A DESTINATION THAT IS DESIGNATED AS A HIGH RATE AREA ACCORDING TO STATE REGULATION (200 KAR 2:006), THE RATES ARE AS FOLLOWS: BREAKFAST \$14.00, LUNCH \$18.00, DINNER \$28.00  
LINK TO HIGH RATE AREAS IS <http://finance.ky.gov/services/statewideacctlPages/travel.aspx> UNDER THE HEADING RATES CLICK ON PDF FAP 120-17-03

### Mileage to frequently traveled destinations from Harrodsburg and around Harrodsburg:

KY Dept of Education	33 miles	Lexington Airport	33 miles
CKEC	38 miles	Cincinnati Airport	116 miles
KEDC	38 miles	KASA	30 miles
Galt House in Louisville	74 miles	Central Office	2.5 miles
Griffin Gate in Lexington	41 miles	Whitaker Bank near Walmart	4 miles
Central Bank Center Lexington	38 miles	Walmart - Harrodsburg	4 miles
Louisville Airport	73 miles	Kroger - Harrodsburg	3.5 miles