

Mileage and Meal Reimbursement Voucher

Employee Name	Employee ID	Meal Allowances				Expenses at a glance	
		Leave home or school at or before: 8:00 a.m. to be eligible for breakfast				Return to home or school at or after: 9:00 a.m. to be eligible for breakfast	
		11:00 a.m. to be eligible for lunch 5:00 p.m. to be eligible for dinner				2:00 p.m. to be eligible for lunch 7:00 p.m. to be eligible for dinner	
		Click here for current mileage rate information.					
						Mileage Expense	\$0.00
						Meal Expenses	\$0.00
						TOTAL TRIP EXPENSES	\$0.00

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

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

Employee Signature	Date	Per Diem Rates	Account Code	Amount
Signature of Supervisor	Date	Breakfast \$12.00 Lunch \$15.00 Dinner \$23.00		
Grant Coordinator (if applicable)	Date	High Rate Per Diem		
Signature of Finance Officer	Date	Breakfast \$14.00 Lunch \$18.00 Dinner \$28.00	Total	\$ -

*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