Reimbursement of Expense Voucher

Name Justin Kaiser Date Submitted 12-11-2025

Home Address 13 Highland Ave. Budget Code PO # 20260867
Fort Mitchell, KY 41017

Meeting of Learning Forward Conf. was held at Boston, MA on 12/8 - 12/10/25

Travel Expenses (Attach receipts if other than mileage)

From Fort Mitchell, KY to Boston, MA and return.

Date and time of departure: 12/8/2025 @ 9:45 am

Date and time of return: 12/10/2025 @ 7:00 pm

Automobile (round trip) _____ miles @ 0.49 per mile $_____

Other (round trip) Please circle (Airline) Train Bus (attach receipts) _____

Sub-Total: $_____

Meals

An overnight stay is required for reimbursement for meals. While on out-of-District tips, a meal allowance shall be paid on a per diem basis for meals. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed sixty dollars ($60) per day.

Day 1	$ 60
Day 2	$ 60
Day 3	$ 60
Day 4	$
Day 5	$

Sub-Total: $ 180.00

Lodging (attach receipts)

_____ days @ $_____ per day including tax.

Sub-Total: $_____

Other Expenses (Attach itemized receipts)

Baggage - $35

Sub-Total: $ 35.00

Total: $ 215.00

I certify that the above expenses were incurred by me on behalf of Beechwood Board of Education and/or Beechwood Elementary School and/or Beechwood High School, and none of these expenses shall be paid for or reimbursed from any other source.

_____
Signature of Person Requesting Payment

Approved for Payment

Principal/Supervisor	Business Mgr.	Superintendent
Date	Date	Date 12-15-25

Review/Revised:8/12/2024

3:06

Transaction Details

Delta Air Lines

−$35.00

Transaction Details

Type	Card
Transaction date	Dec 10, 2025
Posted date	Dec 11, 2025

1030 Delta Blvd,
Atlanta, GA 30354

(404) 715-2600

Description	DELTA AIR Baggage Fee BOSTON MA 12/10
Also known as	Delta Air Lines
Merchant type	DELTA
Method	In person
Category	Travel