

PERSONNEL

03.125 AP.21

Professional Meeting/Travel Request

Employee's Name Joshua Kincaid Date of Request 01/09/25

School/Location District

Name of Conference/Workshop 2026 KSBA Conference Conference

Date(s) of Workshop Feb 20.- 22 Time(s) of Workshop _____

Location of Workshop Louisville → Galt House

Rationale for Attendance: Mandatory Meeting for New Superintendent training also superintendent ELCA TRAINING

ARE YOU REQUESTING PROFESSIONAL DEVELOPMENT CREDIT? ☒ YES ☐ NO

Is a Substitute Needed? ☐ Yes ☒ No

Estimated Mileage N/A

Is a district vehicle available for this trip? ☒ Yes ☐ No

If no district vehicle is available: Total miles: _____ Total Cost: \$ _____

Mileage will be reimbursed at the current State-approved rate for Kentucky.

Meals Reimbursement Requested: ☒ Yes ☐ No

Meal limits do not include gratuities and are based on the current State-approved rate for Kentucky.

[Signature]
Employee Signature
Tonya Means
Professional Development Coordinator Signature

01/09/26
Date
1-9-26
Date

Superintendent/Principal Signature

Date

* AFTER ATTENDING PROFESSIONAL MEETINGS, PERSONNEL MUST COMPLETE THE TRAVEL EXPENSE VOUCHER, 03.125 AP.22 AND SUBMIT THE COMPLETED VOUCHER AND ALL REQUIRED RECEIPTS TO THE SUPERINTENDENT/DESIGNEE FOR REIMBURSEMENT OF EXPENSES.

RELATED PROCEDURES:

03.125 AP.22; 04.31 AP.2

Review/Revised:3/15/2018