

PERSONNEL

03.125 AP.22

**Reimbursement of Expense Voucher**

Name Justin Kaiser Date Submitted 2-2-2026  
Home Address 13 Highland Ave. Budget Code PO # 20260559  
Fort Mitchell, KY 41017  
Meeting of NKCES Superintendent Retreat was held at The Manchester Lexington, KY on 2-2-2026.  
**Travel Expenses** (Attach receipts if other than mileage)  
From Fort Mitchell, KY to Lexington, KY and return.  
Date and time of departure: 2-2-2026 @ 6 am  
Date and time of return: 2-2-2026 @ 5 pm  
Automobile (round trip) 154.34 miles @ 0.49 per mile \$ 75.63  
Other (round trip) Please circle Airline Train Bus (attach receipts)  
Sub-Total: \$ 75.63

**Meals**

An overnight stay is required for reimbursement for meals. While on out-of-District trips, 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 \$ \_\_\_\_\_  
Day 2 \$ \_\_\_\_\_  
Day 3 \$ \_\_\_\_\_  
Day 4 \$ \_\_\_\_\_  
Day 5 \$ \_\_\_\_\_

Sub-Total: \$ \_\_\_\_\_

**Lodging** (attach receipts)

\_\_\_\_\_ days @ \$ \_\_\_\_\_ per day including tax.

Sub-Total: \$ \_\_\_\_\_

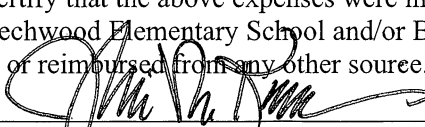
**Other Expenses** (Attach itemized receipts)

\_\_\_\_\_  
\_\_\_\_\_

Sub-Total: \$ \_\_\_\_\_

Total: \$ 75.63

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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

  
Superintendent

2-3-26

\_\_\_\_\_  
Date

Review/Revised:8/12/2024

**54 Beechwood Rd**  
**to The Manchester**

 **1 hr 11 min** (77.17 miles)

*via I-75*



**Start**

**54 Beechwood Rd**



**Head southeast on Beechwood Rd.**

Go for 0.3 mi.



**Turn left onto Dixie Hwy (US-25/US-42/US-127).**

Go for 0.3 mi.



**Turn right onto Dixie Hwy (US-25/US-42/US-127).**

Go for 0.1 mi.



**Turn left and take ramp onto I-71 S/I-75 S toward Lexington/Louisville.**

Go for 15.0 mi.



**Continue on I-75 S toward Lexington.**

Go for 57.6 mi.




**Take exit 115 toward Lexington/Airport onto KY-922 S (Newtown Pike).**


Go for 2.1 mi.





**Keep right onto Newtown Pike (KY-922 S).**

Go for 1.5 mi.

 Continue on Oliver Lewis Way (KY-922).  
Go for 0.2 mi.

 Turn right onto Manchester St (KY-1681).  
Go for 0.1 mi.

 Turn right.  
Go for 79 ft.

 End at  
**The Manchester**  
941 Manchester St, Lexington, KY 40508