

**TRAVEL EXPENSE VOUCHER**

Requested by: \_\_\_\_\_ School: \_\_\_\_\_

Conference/Workshop: \_\_\_\_\_

DATE	FROM	TO	NUMBER OF MILES (Attach Google Miles)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL MILES \_\_\_\_\_

KDE Quarterly Rate x Total Miles = SUBTOTAL: \_\_\_\_\_

**OTHER EXPENSES**

LODGINGS-Itemized receipts required (Personal phone calls are not reimbursable)

\_\_\_\_\_  
SUBTOTAL: \_\_\_\_\_

MEALS-Maximum per diem reimbursable amount is fifty dollars (\$50.00) and that designated in 200 KAR 2:006. Itemized receipts required for all expenditures. No alcohol included. Overnight stay required for reimbursement of meals. Itemized receipts are required.

\_\_\_\_\_  
SUBTOTAL: \_\_\_\_\_

MISCELLANEOUS\*-Itemized receipts required

\_\_\_\_\_  
SUBTOTAL: \_\_\_\_\_

PLEASE ATTACH RECEIPTS

GRAND-TOTAL: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

PD: \_\_\_\_\_

Other: \_\_\_\_\_

Approved for payment by: \_\_\_\_\_

Amount paid: \_\_\_\_\_ Check No: \_\_\_\_\_ Date: \_\_\_\_\_

\*Miscellaneous includes such expenses as registrations, parking, etc. Completed TRAVEL EXPENSE FORMS must be submitted to the Central Office within one (1) week of travel in order to be processed for Board of Education approval. Payment will then be made on the second Friday of the month. Requests received later will be processed the following month.