

Travel Reimbursement Claim

Type of Travel

(Example: Vocational, Chapter I, Site-Based School, etc.)

Name

Position

(Example: Music teacher, Guidance Counselor, classroom teacher, etc.)

School

Date

A. Travel to approved conferences and meetings

Date	Conference/Meeting & Location	# of miles	meals			Other (explain on back)	Tips	Room	Reg. Fees	Parking & Tolls	Total
			B	L	D						
Section A - Sub totals											
Total A											

B. Other approved travel

Date	Person or place visited	Purpose of trip	Other (explain on back)	# of miles	Parking & tolls	Total
Section B - Sub totals						
Total B						

Teacher's Signature _____

Principal's Signature _____

Grand Total
(Section A + B)

Reimbursement Guidelines

1. Unless prior permission is received, travel is based on three or more occupants per vehicle.
2. Meal Allowance (Including itemized tips): Subsistence reimbursement requires meals be eaten during hours established below and at a destination more than forty (40) miles from work station and home. Allowance reimbursement cannot exceed a total of \$25.00 per day unless the approved travel is overnight or out-of-state. Out-of-state and overnight trip meal allowance will be reimbursed at \$40.00 per day. All meals over \$5.00 must be documented with proper receipts.
(Breakfast: 6:30 a.m.-9:00 a.m. \$8.00 Max, Lunch 11:00 a.m.-2:00 p.m. \$12.00 Max, Dinner 5:00 p.m.-9:00 p.m. \$20.00 Max)
3. Lodging expenses will be reimbursed at the single rate up to \$60.00 per day. Exceptions to this must have the approval of the Superintendent or his designee, prior to the travel. Out-of-state expenses are subject to the approval of the Board. Lodging shared by other persons, not Board employees, shall be reimbursed at the rate for a single room. Lodging accommodations shared by Board employees shall be reimbursed on a pro-rata basis. No allowance will be claimed or allowed for lodging within 60 miles of an employee's home without prior approval.
4. Travel allowance is at the current rate of \$.32 per mile.
5. All expenditures must be documented with proper receipts and attached to this form along with a copy of the "Authorization For Professional Leave" travel form and a "Standard Invoice". The principal and/or director and the teacher must sign the form(s).
6. Phone calls are not reimbursable.
7. Turn in reimbursement claim immediately upon return from trip.
8. Travel *must* be turned in on a monthly basis. Please *do not* hold travel to submit at a later date.
9. Please refer to the Commonwealth of Kentucky Finance and Administration Cabinet Office of The Controller Regulation On Travel Expense and Reimbursement (Summary) for additional information. (dated June 1, 2000)

**Distance in miles from Hopkins County School Board Office
to all schools. (Routes taken were the most common.)**

School	Distance to Board in miles
ADT (Anton).....	7
BSMS.....	1
Courthouse	1
Earlington.....	3
Grapevine	2
Hall St.	1
Hanson	7
HCCHS.....	7
James Madison.....	2.5
Jesse Stuart.....	3
MNHHS.....	4
Pride	2
South Middle.....	9
Southside.....	9
West Broadway.....	0.5
WHAS	17