

**BRECKINRIDGE COUNTY BOARD OF EDUCATION
86 AIRPORT ROAD
HARDINSBURG, KY 40143**

TRAVEL VOUCHER

EMPLOYEE NAME _____

EMPLOYEE ADDRESS _____

DATE	TIME	OF	LOCATION	# MILES	TOLLS/PARKING	LODGING	SUBSISTENCE	TOTALS
	DEPARTURE	RETURN	FROM	TO			B	
							L	
PURPOSE							D	

DATE	TIME	OF	LOCATION	# MILES	TOLLS/PARKING	LODGING	SUBSISTENCE	TOTALS
	DEPARTURE	RETURN	FROM	TO			B	
							L	
PURPOSE							D	

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PURPOSE							L	

ENTER MILEAGE FROM ALL PAGES _____ MILES X _____ CENTS PER MILE	
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I hereby certify, subject to the provisions of KRS 523.100 (unsworn falsification to authorities), that the above are proper charges by a statutory employee of the Board of Education in the discharge of official business and that all data furnished herewith are true and correct to the best of my knowledge.

OTHER EXPENSES (FROM REVERSE SIDE)	
GRAND TOTAL	

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Travel Expense Voucher

INCLUDE AIRFARE, CAR RENTAL, TAXI, REGISTRATION FEES, ETC.

DATE	ITEM OF EXPENSE (ATTACH RECEIPT)	EXPLANATION	AMOUNT

PER DIEM RATE
(RATE INCLUDES MEALS, TAXES AND TIPS)

TRAVEL TIME	MEAL REIMBURSEMENT	MEAL LIMIT
travel before 6:30 AM	breakfast	\$5.00
travel between 11:00 AM and 2:00 PM	lunch	\$8.00
travel after 6:00 PM	dinner	\$15.00

Per Diem cannot be claimed for meals included in registration fees.

Review/Revised:8/8/06