Rev: 7-25-05

# NELSON COUNTY BOARD OF EDUCATION
## TRAVEL VOUCHER

DATE _____

NAME EMPLOYEE

ACCOUNT CODE:

EMPLOYEE WORK STATION: OFFICE PHONE

EMPLOYEE RESIDENCE:

| MO DAY | TIME OF | | LOCATION | AUTO MILEAGE | TOLLS AND/OR PARKING | LODGING | MEALS | TOTALS |
|---|---|---|---|---|---|---|---|---|
| | DEPARTURE | RETURN | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE: | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| PURPOSE | | | | | | | | |
| | | | FROM TO | | | | B _____ L _____ D _____ | |
| | | | | | | | | |
| | | | TOTALS FOR THIS PAGE | | | | | |

ENTER MILEAGE FROM ALL PAGES _____ (Miles) x _____ 0.35 (cents per mile)

| | |
|---|---|
| OTHER EXPENSES (From Reverse Side) | |
| TOTALS FROM ALL CONTINUATION PAGES | |
| **GRAND TOTAL** | |

EMPLOYEE'S SIGNATURE DATE

SUPERVISOR'S SIGNATURE DATE

OTHER EXPENSES

(may include airfare, bus fare, subway, car rental, registration fees, etc.)

| DATE<br>*Mo. Day* | ITEM OF EXPENSE<br>*(Attach receipt for each item over $10)* | EXPLANATION | AMOUNT |
|---|---|---|---|
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| | | Enter total here and at bottom of reverse side. | |

MEALS CHART

(Subsistence includes meals, taxes, and tips)

(Effective on and After July 1, 2001)

| If travel includes overnight lodging and at least these hours ----------> | 6:30 a.m. through 9:00 a.m. | 11:00 a.m. through 2:00 p.m. | 5:00 p.m. through 9:00 p.m. |
|---|---|---|---|
| For authorized travel in Kentucky and U.S. (except "High-Rate" Areas listed by Secretary of Finance- you may claim..... | $7 | $8 | $15 |

*subsistence cannot be claimed for meals included in registration fees*