

Travel Vouchers

Policies & Procedures

- All Forms are available on our website:
Staff Tab-Business Office Resources-Documents & Forms
- Travel Voucher Packet should include:
 - Completed Travel Voucher
 - Travel Authorization Form
 - Map(s) if needed for Out of District Travel
 - Conference Agenda & Hotel Folio if needed for Overnight Stay
- Travel Vouchers **MUST** be turned in **MONTHLY** on the correct reimbursement form. All vouchers must be signed, dated, approved and have a MUNIS code. All travel vouchers are turned into the building bookkeeper for verification, the bookkeeper will forward to the District Office for payment processing.
- Original forms must be submitted- no copies or emailed forms will be accepted.
- "In-district" mileage is paid using the reference sheet provided.
- The rate is determined quarterly by the Regulations on Travel Expense and Reimbursements set by the Commonwealth of Kentucky.
- If "out-of-district" travel, a Travel Authorization Request Form must be completed 5 days prior to traveling, and turned in with the Travel Voucher and map attached showing miles traveled (map quest or google maps).
- Mileage for "out of district" travel is from school to the event and back to school. If you live closer to the event, you can use your home address. Work or Home - whichever is closer.
- Hotel reservations will be made using a purchase order and the district credit card. When checking out you must get a hotel folio / invoice for your stay, please check for NO State Tax.
- Meal reimbursement is \$50.00 per night for mandatory overnight stays. No receipts are required for meal reimbursements. However, an agenda or event schedule that required an overnight stay **AND** your hotel folio **MUST** be attached to the travel voucher for meal reimbursement.
- Payment for ALL travel vouchers will be in the form of an EFT the Friday following the monthly Board Meeting. Directly deposited into the bank account you have on file for your paychecks.
- Travel Vouchers are due by Tuesday of the Board Meeting week.
- Any vouchers received late will be processed the following month.

