

Travel Form

Name: _____

Date of Claim: _____

Total Miles: _____

Tolls, Meals, Etc.: _____

Amount of Check: _____

| Date | From | To | Purpose | Total Miles | Tolls, Parking | Room, Other | Meals | | |
|------------------------------|------|----|---------|-------------|----------------|-------------|-------|-------|--------|
| | | | | | | | Break | Lunch | Dinner |
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| TOTALS | | | | | | | | | |
| TOTAL MILES X \$.46 PER MILE | | | | | | | | | |
| TOTALS | | | | | | | | | |

****Allowance for Meals****
 Total \$30.00 per day
 Allowance for a combination of
 breakfast, lunch, and dinner
 shall not exceed \$30.00.

****Allowance for Hotel Rooms****
 \$125.00 Per Night (unless approved by Supt.)

GRAND TOTAL: _____

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

| ORG | OBJECT | PROJECT | AMOUNT |
|-------------------------|------------------|--------------------|------------|
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| | | | |
| ALLOWABLE MILEAGE RATES | | | |
| Glasgow – 40 | Lexington – 100 | Bowling Green – 75 | GRREC – 65 |
| Somerset – 42 | Louisville – 100 | Elizabethtown – 60 | |
| Richmond – 100 | Frankfort – 100 | London - 75 | |