PERSONNEL

03.125 AP.22

# Adair County School District

## 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

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

Review/Revised:4/21/2016