

Revised
2/13/2017

TRAVEL EXPENSE REIMBURSEMENT FORM

Shelby County Public Schools

ATTACH RECEIPTS & PLR
FORM BEHIND THIS AREA

Vendor #: _____

Name _____ Worksite (required) _____

Address (required) _____

Mileage may be claimed only for the shortest distance from either your worksite or your home to the destination. Attach a mapping document for any mileage claimed outside the district.

BUDGET ADMINISTRATOR INSERTS ACCOUNT CODE			
ACCOUNTING USE ONLY	ORG Code	Object	Project Code
		0580	
		0580	
		0338	

Date & Time You LEFT	Date & Time You RETURN	Starting Point	Ending Point	Reim-bursable Miles	Check if Overnight Stay
		street address	street address		
		Purpose of travel:			
		Purpose of travel:			
		Purpose of travel:			
		Purpose of travel:			
		Purpose of travel:			

MEALS (with approved overnight stay)		
Meal Per Diem Amounts:		
\$8	\$9	\$19
Breakfast	Lunch	Dinner

* LODGING	# MISC. EXP.
Use one line per day's lodging	Explain below - (excludes registration)

Daily Total	Daily Total
Travel Expenses (no registration) [0580]	Registration ONLY [0338]

PLEASE LIST ONLY ONE DAY PER LINE

REIMBURSABLE MILES (exclude mileage from opposite side) _____ miles

MILEAGE REIMBURSEMENT RATE X _____ cents

SUB-TOTAL OF EXPENSES (add all "Daily Total" amounts)

MILEAGE REIMBURSEMENT CLAIMED (from this side of form only) _____

MILEAGE REIMBURSEMENT CLAIMED (from opposite side of form only) _____ (A)

TOTAL REIMBURSEMENT CLAIMED (add amounts from above)

EMPLOYEE'S STATEMENT REGARDING EXPENSES:
I hereby certify that this claim form is a correct statement of the amount due me from the Shelby County Board of Education for reimbursable expenses incurred in the discharge of official business.

Employee's Signature _____ Date _____

Principal/Immediate Supervisor _____ Date _____

Budget Administrator, if applicable _____ Date _____

Finance Coordinator/Director _____ Date _____

SPECIAL INSTRUCTIONS

Travel Expense Reimbursement Claim Form must comply with Board Policy 03.125 & Procedure 03.125 AP.2, which are available online at <http://policy.ksba.org/s03/>

Approved Professional Leave Request (PLR) form and receipts must be attached for reimbursement to be processed.

*** Attach Superintendent's written approval for car rental or for lodging within 60 miles of employee's home OR work site. The PLR is not sufficient approval for reimbursement of these types of expenses.**

Explain "Misc. Exp." (baggage tips, cab fees, airfare, parking, tolls, car rental*, etc.):

ACCOUNTING USE ONLY

MILEAGE LOG
 Shelby County Public Schools
 Submit this form monthly

SIDE 2 OF A 2
 SIDED FORM

Use this form for trips with MILEAGE ONLY

PLEASE DO NOT SHOW THE SAME MILEAGE ON BOTH SIDES OF THIS FORM (see below)

Date	Starting Point	Ending Point	"X" if round trip	Brief Purpose of Travel	Reimbursable Miles
	<i>(please show one starting point per line)</i>	<i>(please show one ending point per line)</i>			

Mileage may be claimed only for the shortest distance from either your worksite or your home to the destination. Attach a mapping document for any mileage claimed outside the district.

REIMBURSABLE MILES (on this log only)

MILEAGE REIMBURSEMENT RATE X ¢

MILEAGE REIMBURSEMENT CLAIMED (copy to the opposite side of this form) (A)

This side of the Travel Expense Reimbursement Claim Form is to be used for trips where the only expense reimbursement being claimed is for mileage. If that is the case, record the mileage on this side of the form ONLY. After the end of the month, total this side of the form and multiply the total mileage by the current reimbursement rate per mile. Then copy the amount (A) to the other side of this form. Reimbursement claims are to be made monthly.

If you are claiming reimbursement for mileage AND other expenses, DO NOT USE THIS SIDE OF THE FORM FOR THAT TRIP. If that is the case, the claim for reimbursement of both the mileage and the other expenses should be recorded on the other side of this form. When completed properly, the other side of this form should provide the Accounting Office with all the information necessary to properly make the reimbursement to you.

IN-DISTRICT MILEAGE CHART Shelby County Public Schools

	C.O	CCE	CHS	CROP	EMS	HER	PSE	SCHS	SIMP	SSE	WMS	WRI	Athl Comp	Bus	Greenhs.	SnowHill	SCATC
Central Office		2.5	3.1	10.2	3.4	9.1	2.3	2.7	6.2	0.8	2.1	3.2	1.6	2.0	3.5	0.9	2.9
Clear Creek	2.5		5.6	10.1	4.6	9.0	4.8	3.9	8.7	2.3	4.6	4.4	3.1	2.0	4.7	2.4	4.1
Collins HS	3.1	5.6		13.3	6.5	12.3	4.7	5.8	4.4	3.9	4.5	6.3	4.7	5.1	6.6	4.0	6.0
Cropper	10.2	10.1	13.3		7.9	14.3	12.7	8.5	16.6	10.5	12.5	8.1	11.1	9.7	7.9	10.4	8.3
East	3.4	4.6	6.5	7.9		7.0	5.8	0.7	9.8	3.6	5.6	0.2	4.3	1.8	0.1	3.6	0.4
Heritage	9.1	9.0	12.3	14.3	7.0		11.4	6.4	15.3	9.2	11.2	6.8	9.9	7.5	7.0	9.2	6.6
Painted Stone	2.3	4.8	4.7	12.7	5.8	11.4		5.3	8.0	3.1	0.2	5.6	3.9	4.3	6.0	3.2	5.4
SCHS	2.7	3.9	5.8	8.5	0.7	6.4	5.3		9.1	2.9	5.1	0.5	3.6	1.1	0.8	2.9	0.2
Simpsonville	6.2	8.7	4.4	16.6	9.8	15.3	8.0	9.1		7.0	7.8	9.6	7.7	8.2	10.0	7.0	9.4
Southside	0.8	2.3	3.9	10.5	3.6	9.2	3.1	2.9	7.0		2.9	3.4	1.4	1.9	3.8	0.7	3.2
West	2.1	4.6	4.5	12.5	5.6	11.2	0.2	5.1	7.8	2.9		5.4	3.7	4.1	5.8	3.0	5.2
Wright	3.2	4.4	6.3	8.1	0.2	6.8	5.6	0.5	9.6	3.4	5.4		4.1	1.6	0.3	3.4	0.2
Athl Complex	1.6	3.1	4.7	11.1	4.3	9.9	3.9	3.6	7.7	1.4	3.7	4.1		2.8	4.5	0.7	3.9
Bus Garage	2.0	2.0	5.1	9.7	1.8	7.5	4.3	1.1	8.2	1.9	4.1	1.6	2.8		2.0	2.1	1.4
SCHS Greenhs.	3.5	4.7	6.6	7.9	0.1	7.0	6.0	0.8	10.0	3.8	5.8	0.3	4.5	2.0		3.8	0.5
SnowHill	0.9	2.4	4.0	10.4	3.6	9.2	3.2	2.9	7.0	0.7	3.0	3.4	0.7	2.1	3.8		3.2
SCATC	2.9	4.1	6.0	8.3	0.4	6.6	5.4	0.2	9.4	3.2	5.2	0.2	3.9	1.4	0.5	3.2	
Northside ECC	0.6	1.9	3.7	9.6	2.8	8.5	2.9	2.1	6.8	0.2	2.7	2.6	1.0	1.4	2.9	0.3	2.3

Other one-way mileage from the Central Office:

Frankfort -- Capital Plaza Tower **25.0 miles**
Lexington -- Radisson/Hyatt **52.0 miles**
Lexington -- Marriott Griffin Gate **48.0 miles**
Louisville -- Hurstbourne Inn, Hilton, Holiday Inn **21.0 miles**
Louisville -- Galt House, Exec. West, Fairgrounds **32.0 miles**

Shelbyville -- OVEC **2.1 miles**
Shelbyville -- Post Office **0.9 miles**
Shelbyville -- Sentinel **2.1 miles**
Shelbyville -- Commonwealth Bank (main) **1.0 miles**
Shelbyville -- Courthouse (new) **1.0 miles**
Shelbyville -- Courthouse (old) **0.8 miles**