

MAYFIELD INDEPENDENT SCHOOLS

TRAVEL VOUCHER GUIDELINES

To be reimbursed for travel expenses, employees MUST follow these guidelines!

GENERAL:

1. Prior approval from your immediate supervisor/principal/superintendent is required. You may either, A) fill out a travel voucher and submit to your supervisor for a signature before travel, or B) email your supervisor requesting permission to travel—a copy of the email from your supervisor must be attached to your travel voucher.
2. For overnight trips, travel vouchers from the school (Redbook) level must be submitted within a week. All others should be submitted within 30 days of return.
3. Meal allotments are \$50/day for regular travel unless otherwise approved by the board.
4. Expense reports must be signed by the employee and their supervisor and must be coded to the proper expense code when submitted for reimbursement.

FOOD:

1. Employees will not be reimbursed for alcoholic beverages.
2. All charges must be accompanied by an ITEMIZED receipt showing what was ordered. You may have to request this at some restaurants.
3. Tip amounts over 20% will not be reimbursed unless the gratuity is automatically calculated.
4. The room service charge will not be reimbursed.
5. Meals charged to a hotel room must still have an itemized receipt.

HOTEL / PARKING:

1. The Mayfield Independent School District is tax exempt in the state of Kentucky. A tax exempt certificate should be obtained from the school/board office prior to travel and presented to the hotel at check in. If the hotel cannot, or will not, exclude state taxes, please explain on the hotel receipt and sign it.
2. Parking receipts must be attached to the travel voucher if they are not included on the hotel's itemized receipt. Valet parking is not considered reimbursable unless justified by extenuating circumstances.

Travel expense vouchers can be found on the district website:

- www.mayfield.kyschools.us
- About our District
- District Reports & Forms
- District Forms
- Travel Expense Reimbursement Form