

**RUSSELL COUNTY SCHOOLS  
TRAVEL REIMBURSEMENT/EXPENSES  
MONTH \_\_\_\_\_**

| Date                           | Time    | Purpose of trip  | Mileage | Expenses (list separately) |
|--------------------------------|---------|------------------|---------|----------------------------|
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
|                                | Depart: | From: To:        |         |                            |
|                                | Arrive: | Purpose of trip: |         |                            |
| <b>List Registration Fees:</b> |         |                  |         |                            |

Must be completely filled out  
MUNIS Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -0580- \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Total Miles: \_\_\_\_\_  
x.44 (Oct-Dec 2021)  
Mileage: \$ \_\_\_\_\_  
Expenses: \$ \_\_\_\_\_ (attach *itemized* receipts)  
Total requested: \$ \_\_\_\_\_  
Shared room: Yes  No

Traveled without mileage: Yes  No

**RUSSELL COUNTY SCHOOLS  
MILEAGE CHART AND TRAVEL REGULATIONS**

|         | RCBOE | RCMS | RCLC | RSES | SES | COLUMBIA | CAMPBELLSVILLE | SOMERSET | GLASGOW | BOWLING GREEN | LEXINGTON | FRANKFORT | LOUISVILLE | LONDON | RICHMOND | OWENSBORO | DANVILLE | MONTICELLO | ALBANY | BURKSVILLE |
|---------|-------|------|------|------|-----|----------|----------------|----------|---------|---------------|-----------|-----------|------------|--------|----------|-----------|----------|------------|--------|------------|
| BOE/JES | 0     | 4    | 8    | 8    | 12  | 22       | 52             | 37       | 57      | 85            | 95        | 95        | 125        | 70     | 90       | 160       | 68       | 45         | 30     | 30         |
| RCHS/MS | 4     | 0    | 3    | 4    | 8   | 17       | 47             | 32       | 52      | 80            | 90        | 90        | 120        | 65     | 85       | 155       | 63       | 45         | 35     | 35         |
| RSES    | 8     | 4    | 2    | 0    | 7   | 15       | 46             | 32       | 52      | 80            | 90        | 90        | 120        | 65     | 85       | 155       | 63       | 45         | 35     | 35         |
| SES     | 12    | 8    | 6    | 7    | 0   | 21       | 52             | 38       | 58      | 86            | 96        | 96        | 126        | 71     | 91       | 161       | 69       | 51         | 41     | 41         |



**ADDITIONAL MILEAGE MAY BE CHARGED UPON ARRIVAL AT DESTINATION.**



**EMPLOYEES MUST HAVE AUTHORIZED WORK THAT REQUIRES AN OVERNIGHT ABSENCE BEFORE MEALS WILL BE REIMBURSED.**



**ALL REQUESTS FOR REIMBURSEMENTS MUST BE ACCOMPANIED BY RECEIPT, INCLUDING MEALS, PARKING FEES, AND ROOM CHARGES.**

STANDARD SUBSISTENCE APPLIES TO OVERNIGHT TRAVEL ONLY.

- Breakfast: up to **\$8.00** with authorized travel 6:30 A.M. through 9:00 A.M. and itemized receipt
- Lunch: up to **\$10.00** with authorized travel 11:00 A.M. through 2:00 P.M. and itemized receipt
- Dinner: up to **\$18.00** with authorized travel 5:00 P.M. through 9:00 P.M. and itemized receipt
- Mileage allowance: **\$0.44** per mile (Oct – Dec 2021)
- Room allowance: Government rate—employees are to request this rate.