FRANKLIN COUNTY FISCAL COURT TRAVEL AND EXPENSE REIMBURSEMENT VOUCHER

	E	mployee Nam	ne				partment Expe			
					Execu		Fire			
						Magistrate		Occupational		
Title		Cost Category		Treasurer			Jail			
					Planni			Road		
					Solid Waste		Other			
Employee Work Station					Employee Residence Address					
					-					
	Na	me			Ado	fress		Amo	ount	
		TRIP DATA				AUTO.	LODGING, &	MEALS		
	TIMI	E OF	LOC	ATION	Private	Tolls &				
DATE	DEPART	RETURN	one way	round trip	Auto Miles	Parking	Lodging	Subsistence	Totals	
			From:	To:				В		
								L		
PURPOSE								D		
PURPUSE										
		E OF	LOC	ATION	Private	Tolls &				
DATE	DEPART	RETURN	one way	_ round trip	Auto Miles	Parking	Lodging	Subsistence	Totals	
			From:	To:				B		
								L D		
PURPOSE								D		
	TINA	E OF	1.00		1	1		1		
DATE	DEPART	RETURN	one way	ATION round trip	Private Auto Miles	Tolls & Parking	Lodging	Subsistence	Totals	
DATE		ILE FORM	From:	 To:	Auto Miles	T arking	Louging	B	10(0)3	
			-					L		
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PURPOSE										
	TIMI	E OF	LOC	ATION	Private	Tolls &				
DATE	DEPART	RETURN	one way	_ round trip	Auto Miles	Parking	Lodging	Subsistence	Totals	
			From:	To:				B		
								L D		
PURPOSE						I		<u></u>		
					<u>г</u>	r				
			Tota	Is for this side						
				Total mileage		rate based on current state tr		avel rate		
							Other F	xpenses		
Employee Si	anature			D;	ate					
				20			Other	Payee		
Supervisor Approval				Date				, ayoo		
ουροινιδοι Αρριοναί				Date			Employee Reimbursement			
County luda	o/Executive e	r Doputu					Employee Re	empursement		
County Judge/Executive or Deputy				Date						

This form must be completed, including required receipts and submitted to the County Judge/Executive within ten (10) working days after returning from travel.

	OTHER EXPENSE	S							
(may include air fare, bus fare, car rental, registration, telephone fees, etc.)									
Date	Item of Expense	Explanation	Amount						
Month/Day/Year	Attach receipt for each item								
		+ +							
I		Enter total here and at bottom of reverse side							

Subsistence* Chart

(Includes meals, taxes and tips)

In Kentucky B=\$7 (6:30 a.m. - 10:30 a.m.) L=\$11 (11:00 a.m. - 2:00 p.m.) D=\$15 (5:00 p.m. - 11:30 p.m.)

Out of State B=\$12.50 (6:30 a.m. - 10:30 a.m.) L=\$15 (11:00 a.m. - 2:00 p.m.) D=\$25 (5:00 p.m. - 11:30 p.m.)

*Subsistence can not be claimed for meals included in registration fees.