

The signature on this form must be original. This form must, therefore, be submitted by mail or in person. Email attachments, facsimiles, photocopies, or other media that do not allow for an original signature will not be processed.

KSTC EXPENSE REPORT
Expense policies on reverse side.

MAIL TO:
KENTUCKY SCIENCE & TECHNOLOGY CORPORATION
ACCOUNTS PAYABLE
P.O. BOX 1049
LEXINGTON, KY 40588

NAME: _____
SS#: _____

ADDRESS: _____

DATE	REASON FOR TRAVEL ORINATION/DESTINATION	MILEAGE		MEALS		LODGING	OTHER EXPENSES Over \$3 Receipt Required		TOTAL	FUND/ PROJECT CODE
		Number of Miles	Mileage Multiplied by \$0.34	Departure and Arrival Times	Allowance	Receipt Required	Amount	Description		
					B: \$7 L: \$8 D: \$15					
					B: \$7 L: \$8 D: \$15					
					B: \$7 L: \$8 D: \$15					
					B: \$7 L: \$8 D: \$15					
					B: \$7 L: \$8 D: \$15					
					B: \$7 L: \$8 D: \$15					
TOTALS										

SIGNATURE

DATE

PROJECT AUTHORIZATION

DATE

Travel Policy

All approved expenses (e.g. travel, lodging, meals, etc.) within the guidelines of this policy, that are reasonably incurred in the performance of official duties by those engaged in KSTC will be reimbursed.

A meal allowance will be paid for persons engaged by KSTC to perform authorized work or attend meetings that require absence from the individual's city of business or home. Receipts for meals are not required. Reimbursement for breakfast and lunch will be paid only for overnight absences and for the complete time period, dinner will be paid if the destination is more than 40 miles from work and requires travel during the entire period. Time and requested meals must be submitted on KSTC's expense report form.

Breakfast (overnight stay and travel from 6:30 a.m. through 9:00 a.m.)	\$7.00
Lunch (overnight stay and travel from 11:00 a.m. through 2:00 p.m.)	\$8.00
Dinner (authorized travel from 5:00 p.m. through 9:00 p.m.)	\$15.00

Meal allowances will not be paid when a meal is provided by KSTC as part of a meeting or conference, or when the meal is provided as part of a registration fee.

All other expenses must be documented in accordance with KSTC guidelines. Proper documentation includes purpose, date, and amount of expenses. Original receipts must be attached for all expenses over \$3.00.

Air travel will be reimbursed at coach class rate.

Mileage will be reimbursed at .34 per mile. Expense report must identify point of origination and destination, along with the miles actually traveled.

Lodging expenses will be reimbursed according to the following guidelines:

- * Overnight hotel accommodations will be allowed for assignments, which are at least 50 miles away from the employee's home or office - at single occupancy rate.
- * Economical overnight lodging and travel arrangements should be made whenever possible. Reasonable charges will be allowed for overnight room charges and tax. Incidental expenses such as telephone, movies, or laundry services are not allowable.

Expense reports must be submitted to KSTC within **60 days** of the occurrence and must be **signed and dated**.