

**Procedure
Travel Expense Reimbursement**

The Jackson Independent School District will reimburse actual mileage between the Jackson City School and the destination for work- or school-related trips approved by the Superintendent and the School Based Decision Making Council (when appropriate) at a rate of \$.32 per mile. Following is a mileage reimbursement chart for several destinations in Kentucky and surrounding areas.

Lexington	190 miles	Cincinnati	340 miles
Louisville	340 miles	Nashville	600 miles
Frankfort	240 miles	Atlanta	790 miles
Hazard	60 miles	Knoxville	370 miles
Richmond	170 miles	Pigeon Forge	430 miles
Prestonsburg	130 miles		
Corbin	210 miles		
Bowling Green	482 miles		
Ashland	280 miles		
Natural Bridge	60 miles		
Morehead	140 miles		
London	180 miles		
Paintsville	160 miles		
Owensboro	450 miles		
West Liberty	70 miles		

Allowances for meals will be paid only for trips requiring an over-night stay.

Reimbursement requests shall include an attached receipt for each meal. A subsistence allowance shall be paid according to the following chart:

Subsistence Chart

If travel includes overnight lodging and at least these hours:			
	6:30 a.m.	11:00 a.m.	5:00 p.m.
	through	through	through
	9:00 a.m.	2:00 p.m.	9:00 p.m.
Reimbursement Up To:	\$7.00	\$8.00	\$15.00

Lodging

Actual moneys spent for lodging while on out-of-district trips may be reimbursed. Allowable expenses shall be reasonable and necessary as determined by the Superintendent.