

General Travel Rules – Kentucky Foster Care Census

- Allowable mileage for travel can be found on the official Rand McNally website (www.randmcnally.com). Click on “Get Directions” then click on “Get Mileage” If actual mileage exceeds the allowed amount, please enter the difference in the vicinity miles column.
- Breakfast and lunch meals are not allowed for day trips. Dinner **can** be claimed on a day trip if the destination is more than 40 miles away **and** if the trip begins before 5:00pm and concludes after 9:00pm.
- If “other expenses” are paid for by the individual (telephone charges, etc), then the original receipts (no copies) need to be attached to the payment request. We will only pay for long-distance calls **in excess of \$15.00**. Please keep track of your calls.
- Please remember to include the times you leave and return on your voucher.
- Please remember to include the purpose on each travel line. Be specific.
- Please leave the budget code area blank. This will be completed in the Budget Office.
- Please allow 1-2 weeks for the processing of the travel voucher once it reaches the Budget Office. The Budget Office usually begins processing the voucher the same day that it is received.
- Please see the sample travel voucher attached.
- If there are any questions, please contact Tammy Clark at (859) 622-2321 or at Tammy.Clark@eku.edu