

# Request for Reimbursement

## Local Local Board of Education

(Board Policy on Backside)

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason for Expense: \_\_\_\_\_

Destination: \_\_\_\_\_ Date(s): \_\_\_\_\_

Method of Travel: \_\_\_\_\_

Round Trip Distance:    Ending Odometer Reading    \_\_\_\_\_  
                                 Beginning Odometer Reading    \_\_\_\_\_  
                                 Total Miles    \_\_\_\_\_  
                                 -or-  
                                 Standard Miles from Backside    \_\_\_\_\_

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### Expenses (Attach Receipts):

Registration	_____
Transportation Costs	_____
	(40 cents per mile)
Meal Expense	_____
Lodging Expense	_____
Other	_____
Total Reimbursement	_____

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### Signatures:

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Superintendent Signature)

## **Professional Meeting Reimbursement Guidelines (effective 07/01/2007)**

- Registration:** If the employee pays for the pre-approved conference/workshop registration fee, the Board will reimburse the employee 100% of the costs (receipt required)
- Transportation:** Mileage will be reimbursed to the employee based on the standard round trip miles for the destination, as established by the Board, multiplied by the IRS rate as of September 1 of each year (said rate not to exceed \$0.40 per mile). Reimbursement for mileage to destinations not listed or for reimbursement of mileage in excess of the standard round trip miles, requires the employee to provide beginning and ending odometer readings.
- Meal Expense:** Reimbursement for meals for overnight conferences or trips will be at 100% of costs (receipt required) not to exceed \$25.00 per calendar day, tips will not be reimbursed. There will be no reimbursement for meals for single day conferences or trips.
- Lodging Expense:** Reimbursement for lodging will be at 100% or costs (receipt required) minus any applicable sales taxes and personal charges.
- Other:** Other necessary expenses (taxi service, parking, etc.) will be reimbursed at 100% of costs (receipt required) minus any applicable sales taxes and personal charges.

### **Standard Round Trip Miles**

<u>Destination</u>	<u>Miles</u>	<u>Destination</u>	<u>Miles</u>
Ada	67	Holgate	38
Arcadia	68	Kalida	34
Arlington	57	Liberty Benton	50
Ayersville	49	Lima	59
Bluffton	42	McComb	23
Bowling Green	76	Miller City	18
Cincinnati	320	Napoleon	74
Cleveland	316	Ottawa	18
Columbus	242	Ottoville	53
Columbus Grove	30	Pandora	24
Continental	31	Patrick Henry	29
Cory Rawson	47	Penta County / Owens	106
Dayton	205	SERC Center	92
Defiance	59	Toledo	128
Findlay	53	Van Buren	44
Four County JVS	79	Vanlue	74
Ft. Jennings	50	Van Wert	82
Fremont	123	Wapakoneta	89
Hardin Northern	94		

### **Monthly Destinations & Mileage**

- |            |            |            |
|------------|------------|------------|
| 1 - _____  | 11 - _____ | 21 - _____ |
| 2 - _____  | 12 - _____ | 22 - _____ |
| 3 - _____  | 13 - _____ | 23 - _____ |
| 4 - _____  | 14 - _____ | 24 - _____ |
| 5 - _____  | 15 - _____ | 25 - _____ |
| 6 - _____  | 16 - _____ | 26 - _____ |
| 7 - _____  | 17 - _____ | 27 - _____ |
| 8 - _____  | 18 - _____ | 28 - _____ |
| 9 - _____  | 19 - _____ | 29 - _____ |
| 10 - _____ | 20 - _____ | 30 - _____ |