2026

TRAVEL REIMBURSEMENT

Ottoville Local School District

Reimbursement for mileage for those staff that are required to drive their personal vehicles will be provided at the I.R.S rate prorated to the nearest ½ mile. The travel reimbursement rate will be adjusted to the nearest 1 cent annually each January 1st. **Note:** Such mileage will be paid upon completion of the proper forms for travel while on school business, either in or outside the school district, as authorized by your Supervisor, Superintendent, & Treasurer.

NAME: _____

MILEAGE

DATE	PLACE & PURPOSE	MILES

Total Miles Driven _____

Times Mileage Rate $ 0.725

Total Mileage Reimb. **$** _____

***OTHER EXPENSES**

DATE	PLACE & PURPOSE	AMOUNT

Total Other Expenses **$** _____

Grand Total of Expenses **$** _____

_____ _____

Employee **Superintendent**

_____ _____

Supervisor **Treasurer**

*Other expenses would be meals, lodging, parking, registration fees/dues, etc.
Ottoville Local Schools District will reimburse for tips on meal purchases up to 20%.
Per ORC Section 5739.02(B) (1) & (12) the School District is exempt from paying State Sales Tax.
Revised July 1, 2025