**TRAVEL REIMBURSEMENT**

2024

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 or Superintendent.

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MILEAGE**

**DATE PLACE & PURPOSE MILES**

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

Total Miles Driven \_\_\_\_

Times Mileage Rate $ 0.67\_\_\_

**Total Mileage Reimb. $ \_\_\_\_**

**\*OTHER EXPENSES**

**DATE PLACE & PURPOSE AMOUNT**

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

\_\_\_\_

**Total Other Expenses $ \_\_\_\_**

**Grand Total of Expenses $ \_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature Superintendent Approval**

\*- Other expenses would be meals, lodging, parking, registration fees/dues, etc.

Ottoville Local Schools District will NOT reimburse for tips on meals purchases unless it is added to the guest receipt because of the restaurant policy for large parties.

Per ORC Section 5739.02(B)(1) & (12) the School District is exempt from paying State Sales Tax.

Revised January 1, 2023