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 LR.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:			
	MIL	EAGE	
<u>DATE</u>	PLACE & PURPOSE		<u>MILES</u>
		Total Miles Driven	
		Times Mileage Rate	\$ 0.70
		Total Mileage Reimb.	\$
	*OTHER	<u>EXPENSES</u>	
<u>DATE</u>	PLACE & PURPOSE		<u>AMOUNT</u>
·			
		Total Other Expenses	\$
		Grand Total of Expenses	\$
Employee Signature		Superintendent Approval	

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

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