SPENCERVILLE SCHOOLS, SPENCERVILLE, OHIO

MONTHLY TRAVEL EXPENSE REPORT

MONTH OF: _____ P.O. # _____

DAY OF MONTH	PLACE/PERSON VISITED	MEETINGS ATTENDED	TOTAL MILEAGE

TOTAL MILEAGE	0.00
X $.725 PER MILE (IRS rate as of 1-1-2026)	X 0.725
AMOUNT DUE	0.00

OTHER EXPENSE ITEMS/LIST SEPARATELY AND ATTACH RECEIPTS	AMOUNT DUE

TOTAL DUE FOR PAGE	0.00

_____ _____

Supervisor Signature Superintendent Signature

_____ _____

Employee Signature Account Code

EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses:

1. Travel Requests: These must be submitted through the appropriate administrators to the Superintendent 30 days in advance.

2. Transportation: All modes of transportation will be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.

   A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
   B. Automobiles: Reimbursement will be made at the rate approved by the Board. This is the maximum rate regardless of the number of passengers. Charges in reasonable amounts for parking, toll road, toll bridge and ferry charges are reimbursable. An operator of a personal automobile must have a valid driver's license and certification from an insurance carrier for liability insurance coverage.
   C. Local Transportation: Local transportation such as taxicabs, airport limousines and buses may be used when justified. Justification must be given on the travel voucher.
   D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of public transportation is practicable. Emergencies may include: canceled airline flights, change in destination due to inclement weather or other circumstances, disabled personal automobile or disruption of other means of transportation.

3. Subsistence

   A. Lodging: Any person on official District business who must provide lodging for himself/herself in connection with that business will be entitled to reimbursement for the cost of a single room at the hotel of his/her choice. If such person is accompanied by his wife or her husband, lodging expenses will be reimbursed for the cost of a double room at the single occupancy rate.
   B. Meals: Meals consumed by any person on official business will be reimbursed at cost up to approved limits: Breakfast - $15.00 Lunch - $20.00 Dinner - $30.00

The Superintendent has the right to permit additional money for meals if the request is accompanied by a receipt and the amount is not excessive.

4. Other Reimbursable Expense

   A. Telephone, Telegraph and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District and telegrams should be charged whenever possible to the District. If an expense for telephone, telegraph, postage or certified or registered mail must be paid in cash, the claim may be made on an expense voucher as a miscellaneous expense. An explanation must be given, such as the origin and destination of the call. A receipt should be obtained when practical
   B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher.

5. Expense Voucher Receipts

   Reimbursement for expense is obtained by submitting an expense voucher within 10 days after the month in which the expense was incurred. Vouchers submitted later are subject to delays in payments. **THE SIGNED ORIGINAL IS REQUIRED.**

   A. Attachments to Expense Voucher: Receipts are required for cash expenditures in excess of $1.00 for travel by public conveyance; local transportation; car rentals; parking, toll bridge and ferry charges; lodging; meals and conference and convention registration fees.
   B. Payment of Travel Voucher: Checks for vouchers will be mailed to the address shown on the voucher.