

# Columbiana County Educational Service Center

38720 Saltwell Road    ☉    Lisbon, Ohio 44422  
 office (330) 424-9591    ☉    fax (330) 424-9481

## Expense Report

<b>Name</b>	<b>Date(s) of Meeting</b>
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<b>Trip To</b>
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<b>Reason</b>
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Employees engaged in approved out-of-county travel for office purposes which include an overnight stay are entitled to a daily stipend to cover the cost of meals. The stipend is for the purpose of paying for meals only, and should be requested only if meals are NOT provided through the Board paid conference fees or other means. Stipends of \$30.00 per-day for in state travel, and \$40.00 per day for out-of-state travel shall be paid to the employee upon return. Employees must complete and submit an employee "EXPENSE REPORT" which must be approved by the Director and Superintendent prior to reimbursement of any expenses.

Employees may log one full day for reimbursement for each day of attendance. Travel time to and from the conference shall constitute attendance.

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
Daily Reimbursement for Meals								
Telephone								
Postage								
Fare								
Baggage								
Parking								
Miscellaneous (itemize)								
<b>TOTAL(S)</b>								

***ALL EXPENDITURES REQUIRE A RECEIPT***

<b>Mileage</b>	@ 45¢ per mile
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<b>Expense Summary</b>	
Mileage	
Other Expenses	
<b>TOTAL</b>	

Employee's Signature	Date
Director's Signature	Date
Superintendent's Signature	Date