

FISCAL MANAGEMENT**TRAVEL AND EXPENSE ACCOUNT - DOCUMENTATION**

When an expense account is submitted for approval after a trip, the following documentation is necessary:

1. Receipts for hotel bills.
2. Receipts for plane tickets
3. Mileage from office to point of destination pursuant to the standard Internal Revenue Service (IRS) mileage rate in effect.
4. Mileage from point of destination on return trip pursuant to the standard Internal Revenue Service (IRS) mileage rate in effect.
5. Cab fare, if cab is used.
6. Toll receipts, if traveling toll road or bridge.
7. Cost of meals. Receipts are required.
8. Cost of necessary business phone calls (this is generally on your hotel bill).
9. Registration fee receipts, if there is a registration fee.
10. Parking receipts.

The Auditor requires this documentation in audits.

REGULATION REVIEWED: April 10, 2017

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REGULATION ADOPTED: August 26, 1980

OHIO COUNTY BOARD OF EDUCATION