

3309-1-52

Appendix A

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School Employees Retirement System of Ohio

BOARD Expense Report

Name:

Name of Conference/Purpose of Trip:		Conference Dates:						
Location of Trip:		Travel Dates:			Type of Travel (select from list below)			
					Education			
Enter Dates Enter Name of City								Total Amount
Lodging								-
Meals	Breakfast							-
	Lunch							-
	Dinner							-
Daily Meal Total		0.00	0.00	0.00	0.00	0.00	0.00	-
Transportation								-
	Airplane							-
	Personal Car Miles							-
	@ 0.565	-	-	-	-	-	-	-
	Taxi/Limousine							-
	Rental Vehicle							-
	Shuttle							-
	Parking							-
	Tolls							-
Other Expenses								-
	Tips (not Meals/Taxis)							-
	Subtotals	-	-	-	-	-	-	-
Total SERS Direct Bill								-
Total Board Travel Card								-
Board Travel Card Personal								-
Total Out of Pocket								-
Total Daily Expenses		-	-	-	-	-	-	-
Conference Registration Fee								
Total Expenses								
Meals paid for multiple SERS employees/Board members/guests					Less: Direct Bill (Airfare, Hotel) -			
Date	Names				Board Travel Card Charges -			
					Prepaid Registration Fee -			
					Other -			
					Total Deductions -			
					Less: Reimburse SERS personal -			
					BALANCE DUE TO: Board Member			
					SERS			
Approvals								
I certify that these expenses were actual and reasonable, are in compliance with SERS policy and were incurred for official business of the School Employees Retirement System. No portion of these expenses was provided free of charge or previously reimbursed from any other source. Should any portion of this reimbursement be found non-compliant with SERS policy, I will reimburse SERS within ten (10) days of being notified. Signed: _____ Date: _____					I certify that I have reviewed expenses associated with this reimbursement and hereby authorize payment. Executive Director: _____ Date: _____			
Account #			Accounting Approval			DTL		