

3309-1-52

## APPENDIX B

1



School Employees Retirement System of Ohio

## BOARD Expense Report - 2025

Name: \_\_\_\_\_

Name of Conference/Purpose of Trip:		Conference Dates:						Type of Travel (select from list below)
Location of Trip:		Travel Dates:						
		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								-
@ 0.70		-	-	-	-	-	-	-
Taxi/Limousine								-
Rental Vehicle								-
Shuttle								-
Parking								-
Tolls								-
Other Expenses								-
Tips (not Meals/Taxis)								-
Subtotals		-	-	-	-	-	-	-
Total SERS Direct Bill		0.00	0.00	0.00	0.00	0.00	0.00	-
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.				I certify that I have reviewed expenses associated with this reimbursement and hereby authorize payment.				
Signed: _____		Date: _____		Executive Director: _____		Date: _____		
Account # _____		Accounting Approval _____						DTL

FIN-7016 Rev. 12/2024