PICKAWAY COUNTY EDUCATIONAL SERVICE CENTER
2050 Stoneridge Drive, Circleville, OH 43113
Phone 740-474-7529 Fax 740-474-7251

TRAVEL AND EXPENSE REPORT

Employee_____ Month/Year_____

Date	Destination	Mileage	Parking*	Meals*	Lodging*	Materials*	Other*

*Must attach a valid receipt.

Total miles _____ @ .58 cents per mile IRS '19

TRAVEL AND EXPENSE CERTIFICATION
I certify that the statements made herein are true, that the mileage listed was actually driven on school business, and that the expenses incurred were in accordance with the provisions of the Ohio Revised Code.

Mileage expense_____

Other expenses_____

Total amount to be paid $_____

_____
Traveler's Signature/Date

_____
Superintendent's Approval/Date