

# Fairfield County

# Employee Travel/Business Expense Report

<b>Department:</b>  <b>Employee Name:</b>  <b>Employee Title:</b>	<b>Section A - Purpose of Travel and Comments</b>	Travel Week Beginning  Travel Week Ending  Purchase Order Number
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Section B - Reimbursement due to employee												
		LOCATION		AUTO MILEAGE		LIVING EXPENSES		TRANSPORTATION		MISCELLANEOUS		Daily Totals
Day	Date	To	From	Actual	@ \$.375 =	Lodging	Meals	Airfare	Car Rental	Description	Amount	
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
<b>TOTALS</b>												

<b>Section C - Amounts charged to County</b>	Total Employee (Total of Section B)	
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		VENDOR	LIVING EXPENSES		TRANSPORTATION			MISCELLANEOUS		Daily Totals
Day	Date		Lodging	Meals	Airfare	Car Rental	Gas Charges	Description	Amount	
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
<b>TOTALS</b>										

**TRAVELER'S CERTIFICATE**—I certify that the expenses identified in this report are limited to what I actually incurred on County business and that the expenses meet requirements of policies in place. In the event that I am driving a privately-owned motor vehicle on County business, I also certify that I am insured under a policy of liability insurance meeting the requirement of Section 4509.51 of the Revised Code.

	See instructions on back of form regarding Sections A, B and C	
Employee's Signature	Total Charges to County (Total of Section C)	
Departmental Approval Signature	Total Employee Travel (Total of Sections B and C)	

# The Fairfield County Employee Travel/Business Expense Report

This Travel/Business Expense Report should be used to document all travel and business expenses of Fairfield County Employees and Officials for any given fiscal week. Such travel would include training conferences and meetings, generally outside of the normal course of business for an employee. Daily mileage reimbursement for travel within the County in the normal course of business may be further documented on a more detailed log, e.g. field checks by Real Estate Assessment Officers. Reimbursement to employees for travel/business expenses will be made only if this approved document is enclosed within the voucher package presented to the County Commissioners for approval and/or the County Auditor for payment.

## Section A: Purpose of Travel and Comments

The proper public purpose of the business travel should be documented. For example, the employee traveled to Columbus to attend a training conference. *A copy of the attendance certificate should be enclosed within the voucher package, if available.* Include within the comments section a notation of any expenses paid by one employee for another traveling employee.

## Section B: Reimbursement Due Employee

As a general rule, most expenses associated with training and travel are paid by the employee and are reimbursed. In Section B, include all business expenses which were paid by the employee by cash, check or personal charge. Complete, detailed receipts are required. Expense categories include living expenses, transportation and miscellaneous. Examples of miscellaneous expenses would include parking fees, tolls, postage, and registration fees. Only submit business expenses for reimbursement in accordance with the travel and expense reimbursement policies in place. All business expenses must be for a proper public purpose. If no receipts are available, the employee should note why no receipts are available within Section A, comments. Such an example of a non-receipted item might be an immaterial toll or parking fee listed within the miscellaneous category.

## Section C: Amounts Charged to the County

List all business expenses charged to the County. Such charges would include American Express, gas company cards, or items debited to a travel account, e.g. AAA. Such expenses should only be business expenses and for proper public purposes. *Receipts should be enclosed with this document as well as copied within the voucher package prepared for the monthly remittance to the vendor.* Again, as a general rule, all County charges should only be for business expenses. If rare cases where an employee is required to reimburse the County for personal expenses charged to the County in some unavoidable circumstance, the following schedule must be completed for each reimbursement:

Total Charged to County.....	(1) \$	-	_____
			(vendor name)
Documented Business Expense Total .....	(2) \$	-	_____
Personal Expense Charged to County-(1) less (2).....	(3) \$	-	_____

**\*Enclose a copy of the Pay-In Receipt for the amount reflected in line 3 with this submitted report.**

Note: The total charged to the County will be paid on a County Auditor warrant and will therefore "cost" appropriations. The pay-in will be reflected in the refunds and reimbursement revenue account of the appropriate fund. Again, copies of complete receipts detailing the charge vendor statement are to be placed in the voucher package presented for payment.

## Departmental Approval

The signature of the elected official or appointed designee will represent the departmental certification that the expenses are for a proper public purpose in accordance with current policy. Further, if grant funds are being expended, the elected official or designee is certifying that the expenditure is consistent with the grant terms and conditions.

*Submitted expense reports may be returned or payment may be delayed if:*

1. This particular form is not used.
2. Receipts (or an explanation of why there are no receipts) are not attached.
3. The departmental approval is not indicated by signature of the elected official or designee. (A designee may not approve his or her own expenses.)
4. The items presented are inconsistent with the budgetary provisions or the Ohio Revised Code, e.g. a lack of appropriations or a proper encumbrance.
5. The items presented are inconsistent with budgetary internal control procedures, e.g. an incorrect expense account is being charged.
6. The documentation presented *appears to not* be for a proper public purpose, e.g. the reimbursement is submitted for a non- employee without an explanation of the unusual case.

## Additional Notations By Department

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_