

PUTNAM COUNTY EDUCATIONAL SERVICE CENTER

COUNTY BOARD MEMBERS

Daryl E. Amstutz, Pandora
William F. Goecke, Glandorf
Virgil P. Hohlbein, Ottoville
Lillian L. McKibben, Continental
Marilyn M. Weber, Ottawa

Michael Siebeneck, Treasurer

DR. JAN L. OSBORN, Superintendent

124 PUTNAM PARKWAY

OTTAWA, OHIO 45875

TELEPHONE (419) 523-5951

FAX (419) 523-6126

COUNTY SERVICES

General Education
Coordination
Special Education Services /
Coordination
Preschool & Early Childhood
Education/Coordination
Alternative Education Program
Substance Abuse Prevention
Technology Coordination
Attendance Officer
Grants Management

Overnight Travel Expense Form

Name: _____ Position: _____

Reason for Travel: _____

Maximum Room Allotment: \$125.00 / night (not including occupancy taxes)

Maximum Food Allotment: \$25.00 / day for overnight stay(s) only. Includes meals for the day(s) of the event (not the night prior). An Itemized receipt with the name of the establishment must be presented to the treasurer for reimbursement. We can not reimburse for a tip or alcohol.

- The Hotel Charge Request form must be completed by the Hotel you are requesting for lodging. This is required to obtain the exact cost of room charges. Fill out the top of the form and fax it to the Hotel. (The forms are available in the Administrative Work Area, and on-line)
- When faxing the form to the Hotel, be sure to include an Ohio Blanket Certificate of Tax Exemption so the hotel waives the appropriate taxes for the hotel room. A separate tax exemption form needs to be filled out in addition to the Ohio Blanket Exemption for Columbus area. (The forms are available in the Administrative Work Area, and on-line)
- It is the employee's responsibility to get this information to the Superintendent, with a Requisition, at least two weeks prior to the hotel stay in order to produce a check on time. If not completed properly, expenses over requisitioned/check amount will be the employee's responsibility.

Total Hotel Expense: \$ _____
(From Hotel Charge Request Form)

If accommodations are not available in the area for the amount allotted, prior Superintendent approval is required to exceed policy limits.

Reason Over Maximum Allotment: _____

For Office Use Only

Superintendent's Approval

Superintendent

Date: _____

LOCAL SCHOOL DISTRICTS

Columbus Grove - Continental - Jennings - Kalida - Leipsic - Miller City-New Cleveland
Ottawa-Glandorf - Ottoville - Pandora-Gilboa

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TIN 34-1469588

Hotel Charge Request Form

Hotel Name: _____

Date of Arrival: _____ Date of Departure: _____

Employee Name(s) _____

Meeting Attending: _____

To Whom It May Concern:

The Putnam County Educational Service Center is a non-profit organization (state sub-division) affiliated with the State of Ohio Department of Education. A Blanket Tax Exemption Form is included for your records.

We are sending the above employee(s) from our office to a meeting / seminar and are requesting lodging fees from your Hotel. Please complete the following questions in order for us to have exact charges for the stay. When completed please fax the form to Fax# 419-523-6126.

	Single Occupancy	Double Occupancy
Room charges / night:	_____	_____
State Tax:	<u>Tax Exempt</u>	<u>Tax Exempt</u>
Occupancy/Bed Tax:	_____	_____
Other	_____	_____
Total	_____	_____
Quote Completed By: _____ Title: _____ Date: _____		

The employee will be setting up reservations after appropriate approval is given for the event. After approval, a check will be sent with the employee(s) for the lodging expenses.

Thank you for your help.

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