

# 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

# 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

**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	_____	_____
<b>Total</b>	_____	_____
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.

### LOCAL SCHOOL DISTRICTS

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