

2026 Edison State Community College
Request for Personal Reimbursement

Employee ID

Address

Date

Name

Signature

Phone #

MILEAGE IN A PRIVATELY OWNED VEHICLE				Mileage rate	
Date	From (Address or Business Name)	To (Address or Business Name)	Reason for Trip (please indicate if round trip)	Total miles for trip	Total mileage cost

GL Number for Mileage

TOTAL

BUSINESS TRAVEL & MEALS

Date	Reason For Business Expense Please include brief description of expenses including vendor name	Travel Costs Flights, lodging, tolls, parking, etc.	Per Diem Rate or Meal Cost	Total

GL Number for Travel & Meals

TOTAL

OTHER EXPENDITURES

Date	Reason For Business Expense Please include brief description of expenses including vendor name	Account Number	Total

TOTAL

Approval by Supervisor

Controller

Total Reimbursement

Expenses will be reimbursed in accordance with current college policy/procedure or grant guidelines if applicable. Itemized receipts must be attached to this form. Institutional sales tax exempt certificate should be used. Travel by privately owned automobile is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of Sections 4509.51 of the Revised Code.

***Attach additional sheets when necessary

Revised 1.3.2024