

WebMail - Meal Receipts

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Subject: Meal Receipts

Urgent New

To: All Columbus Grove School Employees

The Auditor of the State of Ohio has informed school districts they are taking a very hard stance on meal receipt reimbursements. The Auditor of State indicated that employers are to only reimburse employees for meals if they have provided an itemized receipt of the meal. An itemized receipt should list the meal basic content item or meal package name as well as non-alcoholic drinks listed separately and with prices listed for each such item.

Therefore, effective immediately credit card receipts that lack itemized meal detail and pull stub receipts that lack meal itemized detail will not be honored for reimbursement.

With the above in mind, please make sure you ask the restaurant personel for a detailed and or an itemized receipt.

Also, please remember that tips are not reimburseable unless the tip is forced on to the receipt due to a large group setting or some other policy of the restaurant owner.

Thank You!

Mark K. Ellerbrock, Treasurer
Columbus Grove Local Schools

Staff - NOACSC staff schedules may be viewed from our webpage, <http://www.noacsc.org>, by clicking on "Staff Calendar" or directly at <http://cal.noacsc.org>



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