



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: 09/28/2023

To: Elected Official, Department head, or Accounting Staff of **Probate Court**

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2023-00002377**

**Sam Matthews \$100.87**

<input type="checkbox"/> Dept. Head Signature Missing on Cover
<input type="checkbox"/> Incorrect Account Number
<input type="checkbox"/> Incorrect Remit Address
<input type="checkbox"/> Insufficient Cash Balance Available
<input type="checkbox"/> Batch not Approved in New World
<input type="checkbox"/> Insufficient Balance Available on PO
<input type="checkbox"/> Missing Original Invoice/Supporting Documents
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature

<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Due Date Deadline Missed
<input checked="" type="checkbox"/> Other

Solution: No original signature on the voucher cover or invoice. Travel mileage on 08/14/23 appears to be reported as a roundtrip but is stated on the Mileage/Miscellaneous Reimbursement Voucher as one way.

Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 \* Real Estate/ Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)



IN THE COURT OF COMMON PLEAS  
PROBATE DIVISION  
GEAUGA COUNTY, OHIO

2023 SEP 27 AM 11:09

PROBATE-JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

IN RE:

) JUDGE TIMOTHY J. GRENDELL

PROBATE COURT  
EXPENDITURES

MATTHEWS, SAMUEL R

**NOT  
FOR  
VETTING**

)

)

) PROPER ADMINISTRATIVE ORDER

) 2023-217

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$100.87 (One Hundred Dollars and Eighty Seven Cents) from 1001-008-00-902 payable to MATTHEWS, SAMUEL R, for employee mileage reimbursement, which the Probate Court has determined to be an expenditure for a proper public purpose. **Kindly provide this Court with the original check which it will mail to the vendor.**

Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C. 307.55(A), this payment is to be processed "Live".

IT IS SO ORDERED.

  
TIMOTHY J. GRENDELL, JUDGE

CC: Fiscal Director

Geauga County

Mileage/Miscellaneous Reimbursement Voucher  
for ALL that follow IRS Standard Mileage

Print Form

Reset Form

PRINT EMPLOYEE NAME Samuel Matthews DEPARTMENT Probate

DATE	ORIGIN	PURPOSE OF TRAVEL	DESTINATION	MILEAGE	MISC. AMOUNT
8/1/23	231 main st, Chardon		12222 Mayfield Rd Chardon	8.00	
8/3/2023	231 Main St, Chardon		15950 Peirce St, Middlefield	24.00	
8/10/23	231 Main st, Chardon		12496 Princeton, Chardon	8.30	
8/10/23	12496 Princeton, Chardon		10701 East Blvd Cleveland; Novelty	47.00	
8/14/23	231 Main st, Chardon		620 Water St, Chardon	2.20	
8/16/23	231 Main st, Chardon		200 Hamlet Hills, Chagrin Falls	18.60	
8/24/23	231 Main St, Chardon		15950 Peirce St, Middlefield	24.00	
8/29/23	231 Main st, Chardon		Chagrin Falls; Novelty	21.90	
	23PG332 (58.6 - normal commute 11.6 = 47.0)				
	23PG330, RT				
	Meeting, RT				
	23PG363, RT				
	23PG350, (33.5 - normal commute 11.6 = 21.9)				
Column Totals				154.00	
Total Mileage Amount				(A) X .655**	\$ 100.87
Total Reimbursement				(B) + (C)	\$ 100.87

TRAVELER'S CERTIFICATE

I certify that the statements made hereon are true, that the mileage was actually driven on County Business, and that the expenses incurred were in accordance with state and county regulations. I also certify that I have liability insurance as required in ORC 4509.51.

ORIGINAL RECEIPTS MUST BE ATTACHED

Samuel Matthews 9-29-23 Date

Department Head Signature

IRS-655 rate effective 01/04/2023  
Commissioners Approved 01/05/2023