



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

**Return Voucher Form**

Date: 07/23/24

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

From: Auditor's Office Fiscal Department

**SUBJECT: Batch # 2024-00001814**

**Samuel Matthews \$231.35**

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	<input type="checkbox"/> Other

Solution: No original signature on the voucher cover or invoice.

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

FILED  
COMMON PLEAS COURT  
1001 11th St. Columbus, OH

IN RE:

PROBATE COURT  
EXPENDITURES  
MATTHEWS, SAMUEL R

**NOT  
FOR  
VETTING**

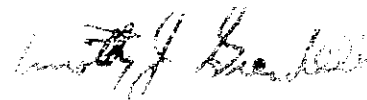
) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) **PROPER ADMINISTRATIVE ORDER**  
) **2024-160**

Pursuant to R.C. 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$231.35 (Two Hundred Thirty One Dollars and Thirty Five 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. GRENDALL, JUDGE

cc 7/19/2024

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
6/5/24	231 Main St, Chardon 24PG275,	25920 Elm St Olmsted Falls, OH	25920 Elm St Olmsted Falls, OH	✓ 53.40	
6/5/24	25920 Elm St Olmsted Falls, OH 24PG276	13207 Ravenna Rd Chardon, OH	13207 Ravenna Rd Chardon, OH	✓ 50.00	
6/5/24	13207 Ravenna Rd Chardon, OH return trip 24PG276	231 Main St Chardon, OH	231 Main St Chardon, OH	✓ 5.60	
6/6/24	231 Main St Chardon 24PG267 (107.0 - normal commute 11.5 = 95.5)	1044 Belmont Ave Youngstown, OH; Novelty	1044 Belmont Ave Youngstown, OH; Novelty	✓ 95.50	
6/14/24	231 Main St Chardon 24PG246, RT	620 Water St Chardon	620 Water St Chardon	✓ 2.20	
6/25/24	231 Main St Chardon 24PE080 (23.4 - normal commute 11.5 = 11.9)	Mayfield Heights; Novelty	Mayfield Heights; Novelty	✓ 11.90	
6/26/24	Novelty 24PE080 (58.7 - normal commute 11.5 = 47.2)	Kent, OH; 231 Main St Chardon	Kent, OH; 231 Main St Chardon	✓ 47.20	
6/25/24	231 Main St Chardon 24PM309	Painesville, OH	Painesville, OH	✓ 11.30	
6/25/24	Painesville, OH 24PG315	Mentor, OH	Mentor, OH	✓ 7.00	
6/25/24	Mentor, OH 24PG315	Middlefield, OH	Middlefield, OH	✓ 30.00	
Column Totals A				✓ 314.10	
				(A) X .670**	✓ \$ 210.45
				(B) + (C)	\$ 210.45

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*  
Employee Signature

7-10-24  
Date

*Samuel Matthews*  
Department Head Signature

TOTAL \$ 231.35

IRS 670 rate effective 01/01/2024  
Commissioners Approved 01/04/2024

Revised 01/04/2024 RHL

