

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.7

TRAVEL EXPENSE REIMBURSEMENT

Employees of the Board may receive reimbursement for expenses incurred while traveling on official Board business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Superintendent/designee. Whenever possible, the Board will attempt to cover expenses through direct billing.

Mileage, Parking and Tolls:

- a. Only authorized employees shall be reimbursed when using their personal vehicles while traveling on official Board business.
- b. Reimbursement for official business travel will be paid for actual miles driven at the board approved mileage rate. No reimbursement shall be made for employees using county vehicles. Such payment is considered to be total reimbursement for all vehicle-related expenses, i.e., gas, oil, depreciation, etc.
- c. Mileage reimbursement is payable to only one employee if two or more employees traveling on the same trip use the same vehicle. Employees are encouraged to utilize one vehicle whenever possible.
- d. Charges incurred for parking and tolls are reimbursable at the actual amount. Receipts for parking costs and tolls are required.
- e. All employees are required to carry motor vehicle liability insurance minimums, as prescribed by the Ohio Revised Code. Proof shall be submitted to the Board upon request.
- f. Employees will be reimbursed for business travel within Trumbull County with the exception of travel between their home and office. An employee must file an approved mileage form showing the origin and destination of each trip in sufficient detail to account for mileage claimed.

Meals:

- a. The per diem rate of compensation for meals is \$40.00 This is based on an approximation of \$8.00 per breakfast, \$12.00 for lunch, and \$20.00 for dinner. If traveling for only part of a day, the above approximation should be used for the individual meals.
- b. Breakfast will be compensated when departing before 7:00 a.m. Dinner will be compensated when returning later than 6:00 p.m.
- c. Receipts are required for all incurred meal expenses and must be attached to the expense form.
- d. Sales tax, tips and alcoholic beverages are not reimbursable items.

- e. No reimbursement shall be made if a meal is included as part of the workshop, seminar, or conference.

Lodging:

- a. Expenses covering the cost of lodging may be reimbursed when an employee travels out of the county on official board business, and such travel requires an overnight stay.
- b. All lodging expenses must be evidenced by a receipt attached to the expense form.
- c. Personal telephone calls, laundry, entertainment, alcoholic beverages, tips, room service charges, charges for internet access, and expenses of a spouse traveling with an employee are not subject to reimbursement.
- d. A safe arrival call is a reimbursable expense. The call should be reasonable in length and should be billed to your room.

Other Reimbursable Travel Expenses:

The following expenses required prior authorization and receipts must be included with a completed and approved expense report form:

- a. Registration fees for seminars, conferences.

Upon return from travel, an employee shall complete an expense report form that details all reimbursable costs with the required receipts attached. No expense will be reimbursed without the required receipt.

Employees may be asked to submit a written summary or present the information obtained at the seminar or conference at a staff meeting or other appropriate meeting.

Adopted: 5/26/98
Revised: 3/23/2012