

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.7

### TRAVEL EXPENSE/MILEAGE REIMBURSEMENT

#### TRAVEL WITHOUT AN OVERNIGHT STAY

Employees of the Board may receive mileage reimbursement for expenses incurred while traveling on official Board business. Travel must utilize the most direct route, unless an alternate route would be less consuming and/or more effective. Employees shall not deviate from the route of travel or stop along the route of travel to conduct personal business or engage in any activity that is not within their assigned or required duties.

When assigned or required duties make it necessary for an employee to travel from their home to any other locations, which is not their normal work location; or when assigned or required duties make it necessary for an employee to travel from their normal work location to any other location prior to proceeding home, then:

The employee will be reimbursed only for the mileage in excess of that which would have been incurred by the employee's normal commute. Under no circumstances will an employee be reimbursed for mileage attributable to the employee's normal commute, regardless of the day's business travel requirements.

An employee must file an approved mileage report, no later than fifteen (15) days following the month of incurred expense, showing the origin and destination of each trip in sufficient detail to account for mileage claimed.

#### CONFERENCE/SEMINAR TRAVEL AND OVERNIGHT TRAVEL BY VEHICLE

Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Superintendent/designee. Proper evidentiary matter, such as MapQuest directions, will need to be submitted with the request for travel.

#### **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 with the exception of travel between their home and office.

**Meals:**

- a. The per diem rate of compensation for meals is \$40.00. This is based on an approximation of \$8.00 for 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. However, employees should make their best effort to minimize the expense by using their cell phones rather than using hotel room phone rates.
- e. Any transportation between places of lodging or business and places where meals are taken, solely for the purpose of obtaining a meal is considered an incidental expense and therefore not eligible for reimbursement.

**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. Expense reports not received within fifteen (15) days following the date of incurred expense will be subject to disapproval and non-reimbursement.

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. Whenever possible, the Board will attempt to cover expenses through direct billing.

The employee's management supervisor authorizing the travel expense is responsible for reviewing these requests, and ensuring that the travel expenses are reasonable and appropriate before approving the reimbursement.

Adopted: 5/26/98  
Revised: 3/23/2012  
11/28/2022

References:  
IRS Publication 463

  
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Board President

  
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Superintendent