



# Medina County Policy Manual



Policy: <b>Travel Reimbursement</b>	Section: <b>Work Rules</b>	Number: <b>7.085</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>12/20/16 – Res. 16-1016</b>	Page #: <b>1 of 8</b>

Previous Res. 01-1041; 05-0188; 05-0768; 06-0459; 08-374; 08-662; 08-1167; 10-0018; 10-1490; 11-0041; 11-0603; 12-1082; 13-1072; 14-1108; 15-1077

## ORC 325.20

### A. Purpose

1. County employees required to travel on County business shall be reimbursed for expenses incurred in accordance with criteria and procedures set forth herein.
2. Employees are expected to use good judgment and to make related expenditures in a prudent manner.

### B. Definitions

1. Duty Related Intra-County Travel – travel within Medina County required in the performance of an employee’s duties. Application for travel expenses not required.
2. Duty Related Intra-State Travel – travel within the State of Ohio required in the performance of an employee’s duties. Application for travel expenses required for reimbursement of costs other than mileage and parking.
3. Duty Related Out-of-State Travel – travel within the contiguous United States required in the performance of an employee’s duties. Application for appropriation of travel expenses required.
4. Conferences, Workshops, Conventions or Training Seminars – travel to a sponsored event within Medina County, within Ohio or within the contiguous United States required in the performance of an employee’s duties. Application for appropriation of travel expenses required.

### C. Approval of Expenses

1. Prior to incurring any expenses for business, training, and travel, an Application for Appropriation of Travel Expenses must be completed and approved by the respective Department Head.
2. The completed Travel Request Form shall be submitted by the Department Head to the Finance Department no less than two (2) weeks prior to the requested expenditure. The Finance Department shall review for available funding.

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- a. The Finance Department shall prepare for presentation a *Resolution to Approve Expenses of County Officials* for final approval by the Board of County Commissioners. The Board retains the right to refuse reimbursement of any expenses incurred without prior approval and reserves the right to deny any request should they deem the travel request is without merit.
- b. The Clerk of the Board will forward a copy of the official resolution to the department head granting the requested expenditure(s).
- c. Failure to meet these approval requirements may result in the loss of expense reimbursement.

D. Out-Of-State Travel (*RESOLUTION 05-768*)

Travel by an employee of the Medina County Board of Commissioners, and all participating Medina County elected officials and agencies, outside of the State of Ohio shall be subject to the following limitations:

1. Elected officials who utilize the travel policies as adopted by the Board of County Commissioners may attend conventions, training events and seminars out-of-state if funds are sufficiently appropriated for such purpose. An alternate management staff person may be authorized to attend, with written justification, in lieu of the elected official.
2. Department heads under the authority of the Board of County Commissioners and elected officials who utilize the travel policies as adopted by the Board who are required by state or federal funding grantors to be represented at training workshops may travel out-of-state. An alternate management staff person may be authorized to attend, with written justification, in lieu of the elected official. Documentations of requirement to attend by funding agency must be submitted to the Board of County Commissioners with the Travel Request Form.
3. Training sessions required for County facility accreditation by a national organization are allowable. Documentation of the requirement to attend, or a statement of need, must be submitted to the Board of County Commissioners with the Travel Request Form.
4. Department heads under the authority of the Board of County Commissioners and elected officials who utilize the travel policy as adopted by the Board who are requested by state or federal funding grantors to be represented at training workshops may travel out-of-state provided the state or federal agency reimburse the County for such travel expenses specific to the event (Res. 10-1490). An

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alternate management staff person may be authorized to attend, with written justification, in lieu of the elected official. Documentation of the request to attend, and the state or federal reimbursement of the travel expenses, must be submitted to the Board of County Commissioners with the Travel Request Form.

5. Out-of-state travel corresponding to vendor-sponsored software/hardware utilization is allowable but limited to the actual users of the subject system. Documentation regarding agenda and benefits of attendance must be submitted to the Board of County Commissioners with the Travel Request Form. Department heads under the authority of the Board of County Commissioners and elected officials who utilize the travel policies as adopted by the Board may also be authorized to attend with a written request.
6. Out-of-state travel related to County bond rating presentations is allowable but limited to members of the Board of County Commissioners, the County Administrator, the County Finance Director, and key management staff benefiting from the subject issuance.
7. Necessary travel out-of-state by Sheriff's Office deputies for transporting prisoners and necessary out-of-state travel by Medina County Job and Family Services staff members for escorting and protecting minors shall be permitted.

E. Mode of Transportation

1. The method and class of travel selected shall be that which is most economical and in the best interest of the County.
2. The point of departure, in regard to personal vehicle mileage charges, is the office or individual's home, whichever is less.
3. Personal Vehicle Reimbursement
  - a. Travel shall be reimbursed at forty-five and a half (\$.45) cents per mile (Res. 16-1016).
  - b. Mileage eligible for reimbursement are those miles driven from the individuals home or office to the business destination or those miles driven from a hotel to the training location. No reimbursement will be made for miles driven to and from the hotel to restaurants, golf courses, etc.
  - c. Parking and highway tolls must be accompanied by a receipt in order to receive reimbursement.

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- d. Carpooling is strongly encouraged.
- e. Traffic and parking fines, towing and/or storage costs resulting from violations, shall not be reimbursed.
- f. Any expenses under \$1 do not require a receipt.

4. County Vehicle Reimbursement

- a. Expenditures for gas, oil and/or emergency repairs, receipts must be submitted in order to receive reimbursement.
- b. Parking and highway tolls must be accompanied by a receipt in order to receive reimbursement.
- c. Traffic and parking fines, towing and/or storage costs resulting from violations, shall not be reimbursed
- d. Employees with access to departmental vehicles are expected to utilize said vehicles whenever practicable.
- e. Any expenses under \$1 do not require a receipt.

5. Rental Vehicle Reimbursement

- a. Rental car authorization is only permitted when necessary and economical.
- b. Use of a compact rental car is encouraged; however at no time will expenses for a rental car above a medium sized model be approved.
- c. The employee whose name appears on the rental agreement shall be reimbursed for all rental car expenses, except personal miles driven.
- d. Expenses claimed for rental cars must be supported by a copy of the rental agreement and invoice and shall include a statement regarding the necessity of incurring the expense.
- e. Traffic and parking fines, towing and/or storage costs resulting from violations, shall not be reimbursed.

6. Air, Train, and Bus Transportation Reimbursement

- a. Expenses are limited to coach fare and shall be further limited to most common and least expensive routing / ticketing.

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- b. All public transportation taken, i.e. buses, cabs, must be accompanied by a receipt in order to receive reimbursement. These expenses shall only be reimbursed when necessary and economical.
- c. The contracting of private limousine service is a non-reimbursable expense.
- d. Gratuities shall not be reimbursed.
- e. Employees may not individually benefit from “frequent flier miles” or other awards / incentives as a result of county-reimbursed expenses.
- f. Any expenses under \$1 do not require a receipt.

F. Meals

1. Intra-County

- a. Meals are non-reimbursable regardless of whether business was discussed before, during or after the meal.
- b. Exception: when the meal is part of the registration fee.

2. Intra-State Travel – Maximum Reimbursement Levels

- a. No in-state meals will be reimbursed without an overnight stay. **(Res. 08-0374)**
- b. Breakfast      \$7 if traveling between 12:01 am and 8:00 am and will be reimbursed only if the destination is greater than sixty (60) miles from the point of departure.
- c. Lunch            \$10 if traveling between 10:00 am and 2:00 pm
- d. Dinner        \$15 if traveling between 6:00 pm and 12:00 am and will be reimbursed only if the destination is greater than sixty (60) miles from the point of departure.
- e. Gratuities –
  - i. Limited to 15% of meal cost inclusive of the limits set forth in a, b, and c above.
  - ii. Must be evidenced in the meal receipt.

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f. Itemized receipts are required for reimbursement of all meals and employees should indicate on each receipt whether reimbursement is for breakfast, lunch or dinner.

g. Alcoholic beverages are not reimbursable.

3. Inter-State – Maximum Reimbursement Levels

a. **No out-of-state meals will be reimbursed without an overnight stay. (Res. 08-0374)**

b. Breakfast - \$10 if traveling between 12:01 am and 8:00 am

c. Lunch - \$15 if traveling between 10:00 am and 2:00 pm

d. Dinner - \$20 if traveling between 6:00 pm and 12:00 am

e. Gratuities

i. Limited to 15% of meal cost inclusive of the limits set forth in a, b, and c above.

ii. Must be evidenced in the meal receipt.

f. Itemized receipts are required for reimbursement of all meals and employees should indicate on each receipt whether reimbursement is for breakfast, lunch or dinner.

g. Alcoholic beverages are not reimbursable.

G. Meals shall not be separately reimbursed if a registration fee includes provision of said meals. Lodging

1. Intra-state lodging expenses will be allowed for adequate lodging at a rate not to exceed \$120 per night exclusive of applicable taxes; however, if the location of a seminar or conference is at a hotel and the employee lodges at that hotel, the employee will be reimbursed at the conference rate. If an employee lodges at a hotel other than where the conference is being held and the rate exceeds \$120 per night, prior approval by the elected official or department head is required.

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2. Out-of-state lodging expenses will be reimbursed at actual rates. This reimbursement must be within reason and is subject to the approval of the elected official or department head. An original itemized hotel receipt is required for reimbursement.
3. Each county employee should request a government rate when making lodging reservations.
4. When a county employee is accompanied by an individual or individuals not employed by the County and/or not approved for such lodging expenses, reimbursement shall be made based on the single room rate.
5. To qualify for overnight lodging, the employee's destination must be in excess of 60 miles from his or her residence.
6. An original itemized hotel receipt is required for reimbursement.

#### H. Miscellaneous Expenses

1. Registration fees for approved seminars, conventions, workshops etc. are reimbursable or may be billed directly to the County if authorized by the organization conducting said event.
2. Reimbursement shall be made for all other related expenses, i.e. parking, taxi, business telephone calls, tolls, faxing and other necessary expenses as may be approved.

#### I. Non-Reimbursable Expenses

1. Gratuities for expenses other than meals.
2. Cosmetic Needs
3. Alcoholic Beverages
4. Laundry and Dry Cleaning
5. Private Vehicle Repairs
6. Tobacco Products
7. Personal Telephone Calls
8. Entertainment

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9. Expenses by Non-County Employees / Individuals

10. Hotel safe (unless automatically charged by the hotel)

J. Accompanied Travel

1. When an employee travels on County business pursuant to the provisions of this policy, and is accompanied by a non-employee, all additional expenses (food, lodging, transportation, etc.) must be paid by the employee.

2. Medina County is not responsible for any expenses incurred by the additional person.

K. Budgetary Limitations

1. All routine business, training, and travel expenses provided for in this policy are subject to departmental appropriations and budgetary limitations. It is the department head's responsibility to program and manage travel funds for the department.

L. Reimbursement Procedures

1. A reimbursement voucher must include an itemized Travel Expense Record and be submitted to the Medina County Finance Department, completed in full, and accompanied by the required receipts and signed by the authorizing elected official or department head.

2. Travel Expense Record forms are available through the Finance Department.

3. Meeting/seminar/training agendas must accompany travel vouchers submitted for reimbursement of expenses.

4. A copy of the purchase order issued pursuant to an approved application for appropriation of travel expenses must accompany travel reimbursement vouchers.

M. Considerations

1. Travel by officers of the courts performing specific duties does not require a Board of Commissioners resolution.

2. Job and Family Services Social Workers traveling out-of-state as part of their regular work duties does not require a Board resolution.