

- A. Employees shall be reimbursed for actual and necessary expenses incurred while on official County business. Employees are normally eligible for expense reimbursement only when the travel has been authorized in advance by resolution of the Board of County Commissioners on the "Request for Travel" form.

Requests should be completed well ahead of the scheduled travel and submitted to the Appointing Authority/designee at least two (2) weeks in advance, if possible. When considering an employee's request for job-related travel, the Appointing Authority will consider the special needs of an employee with a disability that substantially affects the employee's ability to drive, see, hear, etc. The Appointing Authority will not deny job-related travel to a qualified employee with a disability merely because of the existence of the disability.

- B. Expenses for mileage, parking, and tolls shall be reimbursed as follows with prior authorization:
1. County cars are available and should be used for County-authorized travel. If an office does not have a County vehicle, the employee or the Appointing Authority should check with the Board of County Commissioners' Office to see if a vehicle is available.
  2. Employees shall be reimbursed for official business travel at the rate established by the Board of County Commissioners for the use of privately owned automobiles. Such expense reimbursement is intended to cover all vehicle-related expenses, (e.g., gas, oil, depreciation, automobile insurance, etc.).
  3. Mileage reimbursement shall be payable to only one (1) of two (2) or more employees traveling on the same trip and in the same vehicle. The names of persons traveling together shall be listed on the "Travel Expense Report." When two (2) or more employees drive separate vehicles to the same destination, the mileage reimbursement will be divided on a case by case basis as decided by the Appointing Authority.
  4. All employees who submit a form verifying coverage and receive prior approval to use personal vehicles shall be required to carry motor vehicle liability insurance minimums as prescribed by the Ohio Revised Code in order to be reimbursed for business travel.
  5. Employees and passengers traveling on County business, or in County vehicles, must always wear safety belts.
  6. Employees shall be reimbursed for business travel within the County, with the exception of travel between their home and the department/agency. An

employee shall note itemized mileage on the "Travel Expense Report" showing the origin and destination of each trip in sufficient detail to account for mileage claimed.

7. Charges incurred for parking at the destination and highway tolls, if any, are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
  8. Travel by air, bus, or other common carrier should be at the best available rate.
- C. Expenses incurred for meals while on official County business will be reimbursed at actual cost *per the below schedule*. An employee is eligible for such reimbursement only when travel has been authorized and when travel extends through a normal meal period.

*Meal allocation for in- and out-of-state travel:*

*\$6.00 – Travel time between 12:01am and 10:00am (Breakfast)*

*\$9.00 – Travel time between 10:01am and 4:00pm (Lunch)*

*\$16.00 – Travel time between 4:01pm and 12:00am (Dinner)*

*The following guidelines pertain to meals while on travel status:*

1. *The meal and tax shall not exceed the maximum meal rate as stated above.*
2. *The maximum reimbursement rate may be allocated for meals as the employee chooses, but reimbursement must be listed separately on the "Travel Expense Report" and supported by an itemized receipt, including identification as to the date on which the expense was incurred, the type of meal, and the actual amount spent. Costs may not include charges for alcoholic beverages or gratuities. Please keep in mind this does not imply that the employee is entitled to the "per diem" amount.*
3. *Snack items, such as chips, pretzels, cookies or candy bars are not allowable meal purchases and will not be reimbursed unless served as part of an entrée.*
4. *Itemized grocery store receipts will not be accepted for meal reimbursement purposes.*
5. *If the employee is attending an event/conference where a breakfast, lunch and/or dinner meal is provided, then the meal allocation for the breakfast, lunch and/or dinner, per the policy, is not applicable for reimbursement.*

6. *When multiple food items are ordered, please identify which items are being requested for reimbursement if over the meal allocation amount.*
1. ~~Each meal for which reimbursement is claimed must be listed separately on the "Travel Expense Report" and a receipt submitted, including identification as to the date on which the expense was incurred, the type of meal, and the actual amount spent. Costs may not include charges for alcoholic beverages or gratuities.~~
2. 7. Employees shall be reimbursed for the actual and necessary expense of meals which are an integral part of a business workshop, training seminar, or other working conference. Such receipt must identify "Registration" or "Registration/Lunch," etc.
3. 8. ~~This does not cover lunch in the County.~~ *We will not reimburse any meals purchased in Wayne County.*
- D. Expenses incurred for mileage, parking, tolls, meals, lodging, and other costs related to travel require prior approval.
- E. Personal telephone calls, laundry, entertainment, alcoholic beverages, room service charges, tips, and expenses of a non-employee or non-authorized person traveling with an employee are not subject to reimbursement.
- F. Upon return from travel, an employee shall file with his/her Appointing Authority/designee a "Travel Expense Report" detailing all reimbursable costs with required receipts attached. Expenses will not be reimbursed if the required receipts are not provided.
- G. *Expense reimbursements may be subject to IRS regulations. Employees may be subject to taxation on the reimbursement of expenses. Employees are responsible for any income taxes due because of reimbursement; these taxes will not be reimbursed.*

Original Adoption Date	Revision Number	Date	Approved
<u>7/31/96</u>	<u>4</u>	<u>7/21/10</u>	<u>7/21/10</u>