LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 9C	PAGE 1
TITLE: TRAVEL POLICY	PERSONNEL ADMINISTRATIVE X	RESOLUTION NO: 16-630
EFFECTIVE DATE: 8/1/2016	TYPE: POLICY X PROCEDURE	SUPERSEDES: POLICY#9B PROCEDURE#

I. PURPOSE

The purpose of this regulation is to define pursuant to section 325.20 of the Ohio Revised Code, authorized and reimbursable expenses incurred in travel while on County business and to control the authorization and reimbursement for such expenses. Officials or County employees who are required to travel on County business, should be reimbursed for expenses incurred in accordance with provisions of this regulation. Employees who travel on behalf of Lucas County are expected to use good judgement and to make related expenditures in a prudent manner. This policy does not apply to non-convention/association travel, routine business, and training expenses incurred under the Furtherance of Justice and Pursuit and Transportation of Prisoners funds.

II. DEFINITION

ROUTINE BUSINESS EXPENSES: Those expenses incurred by an official or County employee in the administration of a particular program or activity, or which occur in the performance of job-related duties and do not include overnight lodging. Examples of routine business expenses are mileage, parking, etc.

TRAINING EXPENSES: Those expenditures incurred by an official or County employee to participate in educational and/or staff development programs separate from a conference or convention which do not include overnight lodging. Examples of training expenses are registration fees, meals, mileage, parking, etc.

TRAVEL EXPENSES: Those expenses incurred by an elected official or County employee in (1) traveling out of the area on County business, requiring overnight lodging; or (2) attending a conference or convention of a job-related professional association. Examples of travel expenses are registration fees, airfare, hotel lodging, meals, mileage, taxis, car rental, parking, etc.

III. APPROVAL OF EXPENSES

Prior to incurring any expenses for routine business, training, and travel the employee must complete an approved Lucas County Request for Training form. The completed form must be approved by the respective department head (as designated by the appointing authority), in accordance with departmental policies and procedures. Department head expenses, under these categories, require the approval of the respective elected official or their designated representative. The designated representative for Departments under the Commissioners' Office is the County Administrator.

The County Credit Card can be used for Hotel Accommodations and Airline travel. Once approval has been authorized for travel, a purchase requisition must be submitted in the Peoplesoft System, with the Credit Card usage and the Request for Training Forms filled out. Purchasing will then begin the process of reserving hotel accommodations and air travel. Regardless of dollar amount leave the buyer blank. Support Services will contact the department/travel within a week of submission with verification of reservations.

Travel expenses relating to attendance at a convention or association meeting must be submitted to the Board of Commissioners for approval prior to actual travel in accordance with Ohio Revised Code 325.20. This approval by the Board of County Commissioners is required in addition to the proper authorization required by an individual appointing authority and/or department head.

All routine business, training, and travel expenses must be approved, as required above, prior to incurring the expense. The County retains the right to refuse reimbursement of any expense incurred without prior approval. The only exceptions are in cases in which an emergency arises and there is insufficient time for prior approval.

Convention activities which are provided as part of the convention registration fee are acceptable; however, for those social and/or entertainment events for which an extra fee is charged, the fee may not be charged to the County unless there is a direct connection to County business.

The County will not advance travel funds for people who are going to be reimbursed by a third party: i.e., you are invited to be a speaker before an organization who has agreed to pay your travel expenses. Note: funds advanced for travel are deducted from your travel code. In the event of reimbursements, the money is deposited in the general fund. The Auditor has no way to track the reimbursements to make sure they are paid.

IV. RECEIPTS

Receipts are required for the following:

* Transportation Costs (except privately owned vehicles)
* Lodging/Parking
* Meals
* Registration Costs
* Business Telephone Calls (must verify calls with a receipt)
* Personal Internet Access, if required for job and due to security concerns you cannot use the complimentary access. You must provide documentation towards the necessity of this.
* Miscellaneous Costs (such as conference books, tolls, parking, etc.)

V. TRANSPORTATION

The method and class of travel selected shall be that which is in the best interest of the County. Employees should try to use the least expensive form of transportation for travel to and from airports, train stations, lodging, conference centers, etc.

Eligible for Reimbursement:

* The actual cost of coach airfare that was not paid by the County
* Charges for up to 2 checked bags
* Public Transit
* Taxi or livery service, including tip at the usual and customary rate, not to exceed 15%
* Car Rental *(1st choice should be Company authorized by County Rental car Policy: Enterprise/National)*
  ** Actual expense not to exceed the lowest available rate for a compact or medium-sized vehicle dependent on need (per State contract)
* Mileage, if the use of a private vehicle is authorized

Air, train and bus transportation expenses are limited to coach fare. When travel of less than 125 miles, round trip, is authorized and a County vehicle or rental car is not used for transportation, the use of a private vehicle shall be reimbursed at the prevailing Internal Revenue Service's (IRS) mileage reimbursement rate. This mileage rate shall be considered as the total reimbursement for all operating expenses incurred in the use of a privately owned vehicle on authorized County business including gasoline, maintenance, insurance, etc. The point of departure in regard to mileage charges is the office for all non-overnight travel and can be either the individual's residence or office, whichever is factually correct, for overnight travel. The County's mileage reimbursement rate will automatically adjust with the approved IRS rate, as updated in the IRS Bulletin. Use

of a private vehicle for the convenience of the user on trips exceeding 125 miles, round trip, will be reimbursed in an amount not to exceed the coach air fare cost.

A mileage reimbursement voucher must be completed and submitted with the Request for Travel Form when requesting reimbursement of an actual mileage expenses. When a County vehicle is used for authorized travel, and expenditures for gas, oil and/or emergency repairs are necessary, receipts must be submitted in order to receive reimbursement. The use of gasoline credit cards for approved travel will be available through those departments that have one.

Lowest Available Airfare Purchase--Airfare costs in excess of the lowest available commercial discount airfare, Federal Government contract airfare or customary standard (coach or equivalent) airfare, are unallowable except when such accommodations would: require circuitous routing; require travel during unreasonable hours; excessively prolong travel; greatly increase the duration of the flight; result in increased costs that would offset transportation savings; or offer accommodations not reasonably adequate for the medical needs of the traveler.

Airline reservations will be made through the County Purchasing Department. Departments must send the Credit Card usage form to Purchasing with the Airline Reservation Section filled out. Purchasing will then coordinate with an approved travel agency to meet the specifications filled out by the traveler on the Credit Card usage form (a fee may be charged for this service). The travel agency will coordinate with Purchasing to charge tickets on the County's credit card. Purchasing Department will be responsible for reconciling charge card expenses to departmental fund codes.

When use of a rental car is approved, the employee should use the Company authorized in the County Rental Car Policy, unless an emergency or the company is not available. Employees should not pay any expenses for rental cars used by the company authorized in the County Rental Car Policy. Expenses claimed for rental cars (by a company other than the one authorized in the Rental Car Policy) must be supported by a copy of the rental agreement and invoice. Rental car authorization is at the discretion of department heads; however, whenever feasible maximum use of compact rental cars is encouraged. At no time will a rental car above a medium sized model maybe approved if there are not enough passengers to warrant. Employees may upgrade to a larger vehicle, but will not be reimbursed for the difference between the approved and upgraded vehicles.

VI. LODGING

Expenses will be allowed for adequate lodging when accompanied by a properly executed receipt. Hotel or motel accommodations are limited to medium priced rooms as established by the department head. When an elected official or County employee is accompanied by a member of his/her family, reimbursement shall be made based on the single room rate, which shall be indicated on the lodging receipt. Purchasing should request the government rate when making lodging reservations and attempt to have the Ohio sales tax for lodging deducted from their bill, as the County has federal tax exempt status. Forms are available from Support Services which include the County's tax exempt number.

Upon return from travel, employees must submit hotel invoice to Purchasing.

VII. MEALS

Expenses for meals are reimbursable for authorized County travel at the actual cost of the meal. In order to receive reimbursement, **employees must provide an original receipt documenting the meal cost**. Department heads and elected officials will determine when reimbursement for meals is appropriate, based on travel times and the per-diem. Prior to travel, when approving a travel request, department heads and elected officials should take into consideration the cost of meals in

the locale to which the employee is traveling. For example, the cost of a meal in New York would be higher than the cost for the same meal in Northwest Ohio. For a guide in determining the cost of meals in a particular locale, please refer to IRS Publication #1542. Tips for meals will be reimbursed at the usual and customary rate, not to exceed 15%.

VIII. REGISTRATION

Registration fees for seminars, conventions, etc. are reimbursable or may be billed directly to the County.

IX. TYPICAL EXPENSES NOT REIMBURSABLE

* Laundry and Dry Cleaning
* Cosmetic Needs
* Private Vehicle Repairs
* Alcoholic Beverages
* Personal Telephone Calls/Internet Access
* Expenses by Non-County Employees
* Rental Car for personal usage

All expenses for approved travel are subject to review.

X. REIMBURSEMENT OF EXPENSES

Upon completion of routine business, training, or travel in which reimbursable expenses were incurred, employees will indicate the actual expenses incurred in the "dollar amounts actual" column of the Request for Travel form and keep a copy of receipts with this form according to department records retention schedule.

Requests for reimbursement of expense should be submitted into the PeopleSoft system. Original receipts should be attached to the voucher that is submitted to the Auditor's office for payment.

XI. BUDGETARY LIMITATIONS

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.

XII. EXTENDING A MULTI-DAY TRIP

If air or other travel fare can be reduced by extending a multi-day trip to include additional day(s) at the beginning and/or end of a trip and the extension results in a cost savings to the County, the employee may elect to extend his/her multi-day trip.

XIII. COMBINING COUNTY TRAVEL WITH VACATION

Employees may extend approved travel at the beginning and/or end for his/her own pleasure as long as such extension does not result in additional expense to the County.

XIV. ACCOMPANIED TRAVEL

When an employee travels on County business pursuant to the provisions of this policy, and is accompanied by a non-County employee, all additional expenses (food, lodging, transportation, etc.) must be paid by the employee. When lodging expenses are involved, the employee must pay any additional lodging costs above the single occupancy rate.

APPROVED BY: Laura Glorioso DATE: 7-26-16

Date: July 26, 2016 **Resolution No. 16-630**

Title: Amending Policy 9B, Travel Policy

Department/Agency: Office of Management and Budget

Contact: Kelleigh Decker, Director

Summary/Background: The Board modified the Travel Policy with Resolution No. 08-255. The Support Services department is recommending amendments to this policy in order to reflect changes in the process for travel and accommodation reservations, as stipulated by the attached amended policy.

Budget Impact: N/A

Statutory Authority/ORC: ORC 325.20

Commissioner Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners, Lucas County, Ohio, that:

Section 1. The Board hereby approves the attached amended travel policy.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Commissioner Gerken voted yes
Commissioner Contrada voted yes
Commissioner Skeldon Wozniak voted yes

Jody L. Balogh, Clerk