

Stark County Board of Developmental Disabilities

Policy 2.24 Travel and Other Expense Reimbursement	Effective: 8/23/16
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TRAVEL AND OTHER EXPENSE REIMBURSEMENT

POLICY

The Stark County Board of Developmental Disabilities recognizes that Board members and employees may be required to travel or incur other expenses from time to time to conduct Board business and to further the mission of the agency. The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of the Board to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, the Board expects the following:

- Exercise discretion and good business judgment with respect to those expenses
- Be cost conscious and spend the Board's money as carefully and judiciously as the individual would spend his or her own funds
- Report expenses, supported by required documentation, as they were actually spent

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Director of Human Resources
11/10/99	11-183-99	
5/18/13	05-40-13	
8/23/16	08-36-16	

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PROCEDURES

- I. In determining the reasonableness and necessity of travel expenses, employees and the supervisor authorizing the travel shall consider the ways in which the agency will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular employee's presence on a trip is necessary. In determining whether the benefits to the agency outweigh the costs, less expensive alternatives such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. Similarly, if there is more than one employee going to a conference or seminar, carpooling is encouraged when at all possible.
- II. All travel must be pre-approved on the approved travel reimbursement form first by the employee's supervisor; however, any out-of-state travel must be approved by the Superintendent. Once approved, the travel reimbursement form must be forwarded to Finance prior to the travel taking place.
- III. Original detailed itemized receipts are required. Each employee or Board member shall be responsible for his or her own expenses. Itemized detailed receipts shall be presented for all reimbursement requests with the exception of gratuities. Gratuities for meals will be reimbursed up to but no more than 20%. Expenses should be submitted through the immediate supervisor, on the approved travel reimbursement form with the required receipts attached, and a copy of the approved travel request. Any expense not accompanied by an original itemized detailed receipt, will not be reimbursed.
- IV. Registration fees: Conference registration fees may be reimbursed to the employee/Board member, or conference registration fees may be paid directly by the Board in advance of the event. Every attempt to register prior to the registration deadline to save additional costs is requested.
- V. Hotel accommodations: When traveling on behalf of the Board, employees may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the employee's itinerary shall be considered in determining reasonableness. Employees shall make use of available government and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed. When possible, the agency will attempt to directly bill for hotel accommodations to avoid paying applicable taxes.

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- VI. Per Diem Reimbursement: Employees or Board members traveling overnight on behalf of the Board are reimbursed for the reasonable and actual cost of meals (including gratuities) subject to a maximum per diem meal allowance of \$55 per day. Meals are reimbursable and are subject to the following meal maximums:
- a. Breakfast is reimbursable up to \$13.00.
 - b. Lunch is reimbursable up to \$15.00.
 - c. Dinner is reimbursable up to \$27.00.
- VII. Mileage: Employees and Board members are compensated for use of their personal cars when used for Board business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare. Non-Board employees are permitted as passengers, never as drivers, in Board owned vehicles used for travel, provided approval is given in advance by the Superintendent.
- VIII. Parking and toll expenses, including charges for hotel parking, incurred for traveling on Board business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.
- IX. Reasonable Board-related telephone and fax charges due to an employee being away from the individual's place of business are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed. Finally, emergency postal charges incurred are reimbursable for the purpose of work on behalf of the Board.
- X. Individuals traveling on behalf of the Board may incorporate personal travel or business with their Board-related trips; **however**, employees shall not arrange travel at a time that is less advantageous to the Board or involving greater expense to the Board in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by the Board. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed.

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- XI. The Board maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a governmental entity. Expenses that are not reimbursable include, but are not limited to:
- a. Travel insurance
 - b. When lodging accommodations have been arranged by the Board and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Board.
 - c. Movies, liquor, or bar costs
 - d. Spa or exercise charges
 - e. Clothing purchases
 - f. Business conferences not approved by a supervisor
 - g. Valet service
 - h. Car washes
 - i. Toiletry articles
 - j. Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies on a trip, it is the responsibility of the employee, or Board member to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

Note: The above list of non-reimbursable expenses is by way of example only, and in no way means to imply that categories of expenses not included on this list should automatically be eligible for reimbursement.