

Stark County Board of Developmental Disabilities

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MILEAGE REIMBURSEMENT

POLICY

The Board recognizes that a mobile workforce is needed to serve people with disabilities and their families, which means that employees can be approved to use their personal vehicles to carry out Board responsibilities. Employees authorized to use their personal vehicles will be reimbursed at the current Internal Revenue Service mileage rate. The mileage rate reimbursement covers depreciation, maintenance, repairs, fuel, oil, insurance, and vehicle registration fees. In addition to the mileage reimbursement, an employee will be reimbursed for applicable parking fees and tolls.

Travel by personal vehicle is permitted only if this mode is the most cost-effective means of transportation. Employees are reminded to use fleet vehicles for official travel whenever possible, to car pool, or to conduct meetings by the use of conference calls, or other technologies to reduce expenses when possible.

Employees must submit mileage reimbursement requests electronically within three months of incurring the mileage. All mileage incurred by December 31st each year must be submitted for reimbursement no later than January 21st of the following year. Mileage reimbursement requests not submitted within 90 days of incurring the mileage are subject to disapproval and non-reimbursement. At the close of the calendar year, all mileage not submitted by January 21st will also be subject to disapproval and non-reimbursement.

The Board has the authority to reduce the amount of mileage reimbursement from the IRS rate and, in case of financial instability of the agency, to suspend reimbursement for a period of time.

Code References:

Ohio Administrative Code 126-1-02

Ohio Revised Code 4509.51

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Superintendent
6/24/11	06-57-11	CFO/Business Manager
8/23/14	08-51-14	
4/25/17	04-18-17	

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MILEAGE REIMBURSEMENT

PROCEDURE

- I. The Board will reimburse an employee at the approved rate per mile available when a personal vehicle is used for a Board business trip. The employee must document business miles using the electronic mileage workflow located on the forms tab of StarkNet to determine the total mileage. The Board will approve only the shortest distance, as determined by MapQuest (or other map application), from an employee's official work location to the designated location.
- II. Travel by personal vehicle is authorized only if the employee has a valid driver's license and the owner of the vehicle is insured under a policy of liability insurance complying with the requirements of section [4509.51](#) of the Revised Code. The employee may be asked to submit a written statement confirming compliance with this section of the Revised Code.
- III. Reimbursement of mileage expenses incurred on Board business is authorized at the Internal Revenue Service's business standard mileage rate.
- IV. An employee shall not be reimbursed for mileage commuting from his/her residence to his/her official work location or from his/her official work location to his/her residence.
- V. If an employee is required to report to a location other than his/her official work location, the employee will only be reimbursed for the distance from his/her residence to the alternate location less the employee's normal commute. For example, if an employee's normal commute from his/her residence to his/her official work location is ten miles, and an employee's commute from his/her residence to his/her authorized destination is thirty miles, the employee shall only be reimbursed for twenty miles. Distances will be determined by MapQuest (or other map application). If an employee's normal commute from his/her residence is greater than the commute to the authorized destination, no mileage will be reimbursed.
- VI. When two or more employees are traveling together in the same personal vehicle, only the driver is eligible for mileage reimbursement.
- VII. Mileage reimbursement requests shall indicate all intermediate destinations between the commencement and the termination of travel. For example, if as part of the work day an employee goes to multiple locations, those addresses must be included as a part of the reimbursement request.
- VIII. For employees who normally travel between work sites as part of their job description (i.e. SSAs, Community Employment and Developmental Specialists),

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mileage reimbursement does not begin until the employee reaches his/her official work location. Employees will only be reimbursed for mileage between their official work location and their travel destination(s). For example, the employee will be paid for mileage between work sites but will not be reimbursed for travel to or from their home to their official work location.

- IX. No employee will be paid mileage to attend department scheduled meetings (this includes agency-wide in-service days) held at a location other than the normal work location.
- X. Employees who participate in extracurricular activities (e.g. social night) as part of their job duty, but outside of the normal work day will be reimbursed for mileage to and from the activity. This excludes stipend positions.