

In the matter of adopting the Lorain County Board of)
Commissioners Travel & Expense Reimbursement)
Policy effective July 28, 2023)

July 28, 2023

WHEREAS, County Commissioners have reviewed the travel and expense reimbursement policy and deemed it needed to be updated; and

WHEREAS, this travel and expenses reimbursement policy will become effective July 28, 2023 and will supersede Res#06-24, adopted January 9, 2006, Res#08-148, adopted February 28, 2008, Res#10-298 on April 28, 2010 and Res#11-439 on June 29, 2011

Said policy is as follows:

Travel & Expense Reimbursement

1. Employees under the Lorain County Commissioners are to receive reimbursement for necessary expenses incurred while traveling on official County business.
2. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Department Head and approval has been received from the Board of Commissioners. (a copy of the travel request must accompany any invoices submitted to the Auditor's Office in order for the employee to receive reimbursement.)
3. The Travel/Expense Request Form is to be pre-approved and submitted by the proper Department Head or County Administrator Office prior to the meeting/seminar date for Commission action with a copy of the meeting/seminar notice attached. This form must be fully completed detailing names, purpose, dates, appropriation account number, total estimated costs, etc.
4. The Department Head that submits the Travel Request Form is certifying that dollars have been appropriated and are available to cover this travel request. No official, appointing authority or employee is to exceed the amount appropriated in their line item account.
5. Any overage to the estimated and approved expense must be resubmitted on a new request form and authorized by proper action of the County Commissioners.
6. The County Commissioners will approve or disapprove the travel request after carefully considering the adherence to the parameters this policy and the merits or purpose of the meeting/seminar.
7. Upon the County Commissioners' approval of the request form, the original shall be returned to originator, and a copy sent to the County Auditor. Disapprovals will be returned to the originator.
8. When, for reasons of time, prior approval cannot be granted for important or required meetings which comply with these policies, the County Commissioners authorize the County Administrator to grant special verbal approval. Written follow-up shall be required, i.e., the Travel Expense Request.

9. Mileage, Parking and Tolls:

- a. If employees are authorized for travel using their personal vehicle, the mileage to be considered is from the employee's normal work location.
- b. If authorized to use a personal vehicle, employees can be authorized for the distance from home if that amount is less than from the place of business.
- c. If authorized to use a personal vehicle and have to travel on the weekend or holiday Employees can use the mileage from home even if it's greater than the distance between the destination and place of business.
- d. Employees shall be reimbursed for actual miles (per the IRS mileage reimbursement), on official county business, when using their personal vehicle, when such use is authorized.
- e. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.)
- f. Mileage reimbursement is payable to only one of two or more employees on the same trip, in the same automobile.
- g. Charges incurred for parking at the destination and any necessary highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required. (You will not be reimbursed if receipts are lost – unless approved by County Administrator or Assistant County Administrator.

10. Meals

Meals reimbursable under this policy are reimbursable up to the following maximum rates:

- a. Meals are reimbursable up to a \$60 per day maximum
- b. Receipts are required for meal reimbursement. Any meal that has already been paid as part of a conference registration fee will be deducted from the above reimbursement rates.

11. Overnight Expenses:

- a. Employees will be reimbursed for reasonable and necessary lodging expenses at the single occupancy rate. Lodging expenses will only be reimbursed for prior approved travel that is more than fifty (50) miles from the employees place of business unless otherwise approved.

12. Non-Reimbursable Travel Expenses.

- a. In-room movies
- b. Personal phone calls
- c. Alcoholic beverages
- d. Voluntary dinner meetings
- e. Spouse/family members or guest expenses
- f. Fines for traffic violations

Lorain County Board of Commissioners

S/David Moore, President

S/Jeff Riddell, Vice-President

S/Michelle Hung, Member

County Administrator

S/Jeffry Armbruster

Adopted: July 28, 2023 by Res#23-537

Motion by Moore, seconded by Hung to adopt Resolution. Upon roll call the vote taken thereon, resulted as: Ayes; Moore, Hung & Riddell / Nays: None

Motion carried.
