



Travel & Reimbursement Policy

Original Effective Date: September 25, 2013	Review / Revision Date: April 25, 2019	Board of Health Resolution: Pending Codification
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Subject Matter Expert: Fiscal Director **History:** New Revised Archived

Organizational Scope:

- Full Agency Administration Community & Environmental Health Health Services
 Health Promotion/Policy Integration

Frequency of Review:

- Annually Biennially 5 Years Other:

Location:

S-Drive: S: → Common → Policies, Plans & Procedures

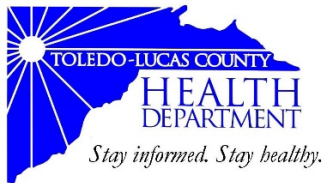
Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policies & Procedures Manual in HR Office

Archived Version(s): Policy 2017.12.176

Requisite Signatures

- | | |
|--|-------------------|
| <input checked="" type="checkbox"/> 
Board of Health President | 4.25.2019
Date |
| <input checked="" type="checkbox"/> 
Health Commissioner | 04.25.19
Date |
| <input checked="" type="checkbox"/> 
Director of Environmental Health & Community Services | 4/25/2019
Date |
| <input checked="" type="checkbox"/> 
Director of Health Promotion & Policy Integration | 4/25/2019
Date |
| <input checked="" type="checkbox"/> 
Director of Nursing & Health Services | 4-25-19
Date |
| <input checked="" type="checkbox"/> 
Human Resources Administrator | 4-25-2019
Date |
| <input checked="" type="checkbox"/> 
Fiscal Director | 04/25/19
Date |



Travel & Reimbursement Policy

I. Policy

It is the policy of the Toledo-Lucas County Health Department to promote safe, efficient, and cost-effective business travel practices and to ensure all proper documentation for travel reimbursement is submitted in a timely manner.

II. Scope

This policy applies to all staff of the Toledo-Lucas County Health Department.

III. Purpose

To encourage the most efficient and economical means of travel for all external Health Department business and to standardize the reporting, documentation, and authorization of travel expenses in accordance with all federal, state, and county laws and regulations.

IV. Authorization for Travel & Business Expenses

A. All TLCHD staff traveling in the course of normal business or for trainings and conferences must adhere to the provisions of both this policy and the *Travel & Reimbursement Procedures (SOP)*.

B. Authorization:

1. TLCHD staff must complete the *Pre-Travel Expense Estimate and Authorization (A-1)* form to encumber funds for reimbursement.
2. All travel documentation for agency business requiring pre-authorization, requisitions for purchase orders, and other supporting documentation must be submitted to Accounts Payable **five (5) or more** business days **before** the date of departure; if air travel is the most efficient or cost-effective means of travel, or if pre-paid expenses are requested (hotel, fees, etc.) all documentation must be submitted to Accounts Payable **fifteen (15) or more** days prior to departure. Failure to provide adequate time for travel authorization may result in reduced or denied reimbursement.
 - a. ***TLCHD reserves the right to refuse reimbursement of any expense incurred without prior approval or proper documentation.***
 - b. If no pre-paid travel expenses (hotel, registration, etc.) are requested, staff are responsible for all costs upfront and for submitting appropriate documentation for reimbursement (as applicable).

C. *Routine Business Travel Expenses* do not require pre-authorization for each incurrence and shall be approved collectively on a monthly basis by each program's supervisor or director.

1. Mileage claimed for travel outside the scope of routine business **cannot** also be claimed on the monthly routine expenses form.
- D. Employees must notify their supervisor and director of schedule changes to their travel itinerary as soon as those changes become known. This includes, but is not limited to, changes to the beginning or end of a scheduled training or conference.
1. Failure to notify may result in reduced or denied reimbursement and/or disciplinary action for misappropriated time previously scheduled for agency business.
 2. Employees must have a supervisor or director approve non-itinerary time spent on-site that falls before or after the scheduled agency business as vacation time or personal time. This excludes time spent on or preparing to travel.
- E. Other expenses incurred that are directly connected with the purpose of a specific business trip may be reimbursable provided they are necessary, reasonable, and supported by original, itemized receipts.
- F. If circumstances arise that are not specifically covered within this policy, including employees that may become stranded on travel (e.g., severe weather, mechanical failure, etc.), the employee's Division Director should be consulted for guidance.
1. Employees traveling for business should anticipate the possibility of delay due to weather, mechanical failure or other issue. Employees must possess the means to cover their expenses for up to 48 hours from the end of their scheduled travel. This will include hotel accommodations, taxi service, towing, etc.

V. Reimbursement

- A. Expenses submitted **45 calendar** days after the date incurred **are not reimbursable**.
- B. Upon return from travel, TLCHD staff must complete the Post-Travel Expense Report (A-2) and submit **original, itemized receipts** with their A-2 form to be reimbursed.
- C. All staff traveling for agency business will be compensated at their normal rate of pay for travel time that falls during normal business hours.
1. Time spent traveling outside of normal agency hours may qualify for overtime compensation or compensatory time if the total hours worked will exceed eight (8) in one day or forty (40) in a single week.
- D. TLCHD **will not** reimburse employees for meals within Lucas County or for single day travel in contiguous counties (Henry, Fulton, Lenawee, Monroe, Ottawa, or Wood).
- E. Employees are expected to adhere to all traffic laws, codes, and regulations. The Health Department **will not** reimburse for violations of traffic laws at any time (e.g., speeding tickets, parking fines, impound and/or towing fees, etc.).

- F. TLCHD **will not** reimburse for overnight lodging closer than fifty (50) miles from the employee's home or the Health Department except for unusual circumstances and with prior approval by the employee's director. Written justification must accompany the Post-Travel Expense Report (A-2).
- G. TLCHD **will not** reimburse the cost of lodging for members of the employee's family.
- H. In accordance with Ohio Revised Code (ORC) 2921.42 part (A)(4) and ORC 2921.43 part (A), employees are prohibited from accepting or using, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if they have obtained the ticket or other benefit from the purchase of airline tickets used for official Health Department business travel.
- I. If an employee's director approves extended stay at a conference/seminar to save money on airfare, the Health Department will reimburse the employee's additional hotel expenses and per diem costs. Documentation showing that the extended stay saved TLCHD money must be provided.
- J. If any portion of an employee's travel expenses are to be reimbursed in full or in part by a third party (excluding grant-based reimbursement), the Health Department shall reimburse the employee only after funds to be paid by the third party have been properly receipted and received.
 - 1. In the event employee reimbursement is delayed an extraordinary length of time due to delay or failure to pay on the part of the third party, the Health Commissioner may review the case and approve employee reimbursement without further delay as warranted on a case-by-case basis.
- K. Reimbursable **Incidental Expenses** Include:
 - 1. Light refreshments, snacks, and fees or tips for porters, baggage handlers, and other personal service employees. Incidental expenses are only reimbursable with original, itemized receipts attached with the Post-Travel Expense Report (A-2).

VI. Transportation Methods and Requirements

- A. All employees are expected to follow the prudent person rule and use reasonable judgment in selecting the appropriate mode of transportation. The method and class of travel shall be selected on the basis of the best interests of the Health Department.
- B. **Use of Department Vehicles:**
 - 1. TLCHD requires the use of agency vehicles for all out-of-county travel greater than one-hundred (100) miles round-trip less extenuating circumstances.
 - a. Exceptions to the use of an available agency vehicle must be approved in writing by an employee's supervisor or director prior to travel.
 - b. Applicable extenuating circumstances include, but are not limited to:
 - i. Extended stays/travel

- ii. No available agency vehicle
 - iii. Emergency/time sensitive departure
2. If more than one employee is attending the same external meeting or event, an agency vehicle must be used to carpool if available.
 3. Mileage will not be reimbursed when using an agency vehicle.

C. Use of Privately Owned Vehicles

1. Any individual who uses a private vehicle for Health Department business must meet liability insurance requirements as stipulated in the motor vehicle financial responsibility laws of the state of Ohio.
2. The authorized use of a privately owned vehicle for travel less than two-hundred (200) miles (one way) will be reimbursed at the internal revenue service (IRS) standard mileage rate at the time of travel per mile of authorized business travel.
 - a. The mileage rate shall be considered as the total reimbursement for all operating expenses incurred in the use of a privately owned vehicle on authorized business including gasoline, maintenance, insurance, etc.
3. All mileage not associated with routine business/normal duties (e.g., training, conferences, etc.) must be approved through the pre-authorization process, even if mileage is the only reimbursement requested.
4. **Monthly mileage forms are due by the last business day of each month.**

VII. Maintenance

A. Review

1. The *Travel & Reimbursement Policy* is to be reviewed every annually to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this policy are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change

VIII. Glossary

- A. **Prudent Person Rule:** an employee must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

- B. Routine Business Travel Expenses:** travel expenses incurred by a TLCHD employee in the normal administration of a program or activity, or those expenses which occur through the performance of an employee's normal job duties and do not include overnight lodging. Examples of routine business expenses include mileage from Lucas and neighboring counties, parking, etc.

Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By
4/25/2019	BP	The <i>Travel & Reimbursement Policy</i> was revised into separate policy and procedure documents.	BOH