



Travel & Reimbursement Procedures

Original Effective Date: May 1, 2019	Review / Revision Date:	TLCHD Procedure: AD 2019.05.015
--	--------------------------------	---

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):

Requisite Signatures

<input checked="" type="checkbox"/> <u></u> Health Commissioner	<u>05-01-19</u> Date
<input checked="" type="checkbox"/> <u></u> Director of Environmental Health & Community Services	<u>5/1/2019</u> Date
<input checked="" type="checkbox"/> <u></u> Director of Health Promotion & Policy Integration	<u>5-1-2019</u> Date
<input checked="" type="checkbox"/> <u></u> Director of Nursing & Health Services	<u>05-1-19</u> Date
<input checked="" type="checkbox"/> <u></u> Fiscal Director	<u>05/01/19</u> Date
<input checked="" type="checkbox"/> <u></u> Human Resources Administrator	<u>5/1/2019</u> Date



Travel & Reimbursement Procedures

I. Scope

The *Travel & Reimbursement Procedures* apply to all staff of the Toledo-Lucas County Health Department.

II. 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.

III. 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 standard operating procedure and the *Travel & Reimbursement Policy*.
- B. TLCHD staff must complete the *Pre-Travel Expense Estimate and Authorization (A-1)* form to encumber (reserve) funds for reimbursement.
 1. The A1 & A2 Excel Template is located on the shared S-Drive
 - a. **S:\Common\2. Forms & Resources\1. Purchasing, Travel & Mileage Forms**
 2. When first opening the Excel template, or when a copy of the template is saved to a new location, users will see a yellow bar just below Excel's Menu ribbon with the following message:
 - a. "Security Warning Macros have been disabled."
 - b. **Enable Content** must be selected to use the advanced features of this template.
 3. The A-1 and all supporting documentation must be submitted to Accounts Payable **five (5) or more** business days **before** the date of departure.
 4. If air travel is required or if the employee is requesting pre-paid expenses (hotel, fees, etc.), all travel documentation must be submitted to Accounts Payable **fifteen (15) or more days prior** to departure.
 - a. All pre-pays are subject to processing by the Lucas County Auditor's Office. Failure to provide sufficient time for processing may result in delays of check delivery and require employees to pay costs up-front to be reimbursed after business travel has concluded (even when a pre-pay was requested on the A-1).

5. If circumstances arise that prevent an A-1 being filed five (5) or more business days in advance of departure, the A-1 must be submitted as soon as possible with written justification for its late submission.

C. Routine Business Travel Expenses do not require an A-1 form to be submitted.

1. Staff beginning or ending their work day at a location other than TLCHD's primary business locations shall receive mileage equal to the distance from the regular work area to the alternate starting/ending location via the shortest possible route.

D. Meal & Incidental Expenses

1. Expenses for meals are reimbursed on a per diem rate established by the U.S. General Services Administration (GSA) based on the travel destination where the Health Department's business will be conducted.
2. GSA rates can be determined by visiting <https://www.gsa.gov/travel/plan-book/per-diem-rates> and entering the destination's information.

E. Supporting Documentation to be submitted with the A-1 Form:

1. Requisition for Purchase Order

- a. A Request for Purchase Order must be completed for **each pre-paid** activity (Hotel, Airfare, Fees) and also for the "Balance Due" to the individual being reimbursed.
- b. If a current **W9** is not on file for any Vendor (hotels, etc.), staff must request the Vendor's most recent W9 and submit it with their A-1. Questions about W9's should be directed to the Accounts Payable Clerk.

2. Agenda or Itinerary

- a. An agenda, itinerary, or other written description of the agency business must be affixed to **each** individual Requisition for Purchase Order.

3. Map of Travel Route

- a. A map of the travel route (e.g., Google Maps), and the total mileage must be submitted whenever staff use privately owned vehicles for travel (excluding routine business travel).
- b. If staff are departing from their home instead of the Health Department, a map from both their home to the destination and the department to the destination must be included. The shortest distance will be reimbursed.

4. Hotel Reservations

- a. When requesting that lodging to be paid in advance (pre-paid) by the agency, staff must obtain direct hotel confirmation of cost (e.g., listings from a conference registration of the hotel rate and tax is not sufficient by itself). **The Lucas County Auditor will not pre-pay hotel reservations without this documentation.**
- b. When reserving lodging for business travel, staff must:
 - i. Ask about tax-exempt status (for Ohio hotels)
 - ii. Ask if the hotel will accept a company check, and how far in advance the check must be received.

5. Airfare Quote

- a. When traveling by airfare, a quote must be obtained from TLCHD's travel agency **Heinz Kretschmer Travel Bureau Inc.** Contact: **419-478-8212**; char@kretschmertravel.com
marla@kretschmertravel.com.
 - i. Quote must be recorded on and attached to the A-1.
 - ii. Staff must provide the following information to the Kretschmer agent:
 - 1) Name as it appears on driver's license or state I.D. card.
 - 2) Date of Birth
 - 3) Cell phone number
 - 4) Date(s) of travel
 - 5) Origin airport and destination city
 - 6) Preferred/available times for departure

6. Registration & Other Fees

- a. All registration fees, membership dues (as applicable), or other fees must have documentation demonstrating actual cost.

F. Travel Approval/Authorization

1. The completed A-1 form and all supporting documentation must be submitted for approval to the Employee's Supervisor or Division Director.
 - a. Travel required for the administration of awarded grants must also be approved by the grant coordinators. If allowable reimbursements differ between the grant and this SOP, whichever provisions are most strict shall take precedence.
2. The employee's Supervisor/Director is responsible for submitting approved A-1's to Accounts Payable.

IV. Reimbursement of Travel Expenses

- A. Upon return to the Health Department, all staff must complete the Post-Travel Expense Report (A-2). See template location in Section (III)(B)(1)(a) above.
- B. The completed A-2 form and all supporting documentation must be submitted for approval to the Employee's Supervisor or Division Director.
- C. **Original, itemized receipts or invoices are required for all of the following:**
 - 1. Transportation Costs (e.g., taxi/ride shares, tolls, parking, etc.)
 - 2. Lodging
 - 3. Meals
 - 4. Registration Costs
 - 5. Incidental & Other Business Costs
- D. Gratuities/Tips
 - 1. Tips for all meals will only be reimbursed up to 15% of the pre-tax total. The total cost of meal + tax + tip will only be reimbursed up to the GSA per diem maximum.
 - 2. Tips for all taxis or other ride sharing companies will only be reimbursed up to 15% of the total cost.
- E. Receipts must be organized by type (meals by day, incidentals, travel, etc.) and affixed to blank pieces of paper with the employee's name on each page.
- F. Failure to provide proper invoices or itemized receipts will result in reduced or denied reimbursement of expenses.

V. Maintenance

A. Review

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

B. Revision

- 1. All changes made to this SOP 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.

VI. 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 Expenses**: travel expenses incurred by a TLCHD employee in the normal administration of a program or activity, or those expense 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.

