OHIO DEFERRED COMPENSATION

Travel and Expense Policy Quick Guide

For purposes of the policy, an Ohio DC employee shall include Ohio DC Board members, unless specifically stated otherwise.

Responsibility

No out-of-state travel expense for Board members shall be reimbursed unless approved in advance by a majority of the Board at a regular Board meeting. Expense Reports of the Board require Board Chair approval for payment. Expense Reports of the Board Chair require Vice Board Chair approval for payment.

If travel plans change, employees are responsible for canceling/changing reservations. Responsibility for the cost of unused/changed reservations such as common air carriers, lodging establishments, or conference registration fees will depend on the circumstances and an employee may submit a written request for Ohio DC to assume the costs.

Employees are responsible for complying with this policy. Ohio DC employees and Board members covered by this policy should not accept reimbursement for travel expenses, including meals, from outside parties.

Transportation

Ohio DC employees are authorized to travel by common air carrier only when traveling out-of-state. All air travel should utilize the standard coach class. Reservations should be made at least thirty (30) days in advance whenever possible at the lowest reasonable airfare cost obtainable.

Reimbursable transportation expenses between home and destination will be limited to:

- The actual cost of coach or economy class fare;
- Airport parking at a remote-lot, long-term rate (e.g., blue lot, red lot, 3C, etc.);
- Round-trip mileage from home to the airport and back home. An Ohio DC employee may utilize a cab (or alternative transportation, such as Uber or Lyft) for transportation to and/or from the airport;
- Shuttle service/taxi between destination airport and hotel;
- Shuttle service/taxi between hotel and final destination.

Miscellaneous transportation expenses

Reimbursement is authorized for parking charges, road tolls, single checked baggage fee, and other reasonably incurred miscellaneous transportation expenses directly related to authorized travel.

Alternate modes of travel

Employees may choose to drive, fly, or use some other mode of transportation to reach their destination; however, transportation expenses will be reimbursed based on the lesser of actual *Portal to Portal* expenditures or *Air Travel cost*.

Meals

Reimbursement for meals for Ohio DC employees is limited to the following per Ohio DC employee per calendar day whether in-state or out-of-state:

- Actual cost up to a maximum rate of sixty dollars ($60) per calendar day. The daily meal reimbursement is to be allocated 20% to breakfast, 30% to lunch, and 50% to dinner when traveling a partial day. There is no set allocation for breakfast, lunch, and dinner when traveling for an entire day.

- Reimbursement of meal gratuities is authorized at actual expense but not to exceed twenty percent (20%) of the actual meal expense including tax. The amount of the gratuity shall not count against the daily meal allowance.
- Itemized receipts with specific meal charges are required for all meals costing greater than $10.
- **Ohio DC does not reimburse or pay for alcoholic beverages.**
- If a conference or Ohio DC sponsored meeting includes or provides a meal, it is expected that the Ohio DC employee, if choosing not to participate in the meal provided, would not seek reimbursement for a meal in lieu of the one provided.
- If a conference or Ohio DC sponsored meeting includes or provides a meal, the daily meal allowance will be reduced for these provided meals, similar to the meal reimbursement rules when traveling for a partial day. For example, if a conference registration fee includes breakfast and lunch, only the remaining dinner allowance will be available.
- No reimbursement shall be made for the costs of entertainment.

Lodging

Lodging at a reduced governmental rate should be obtained whenever available.

No reimbursement shall be made for any expenses of family members or friends traveling with Ohio DC employees. When an employee shares a room with a family member or friend, Ohio DC will reimburse only for the single room rate (including appropriate taxes).

The cost of alcoholic beverages from in-room "mini bars" and in-room entertainment included on the hotel receipts will not be reimbursed.

Reimbursement Procedures

Forms

The Expense Report is used to request reimbursement of travel related business expenses and record prepaid expenses. No reimbursement shall be paid until after completion of a business trip.

At the conclusion of a business trip, an Ohio DC employee shall promptly complete an Expense Report with required receipts within thirty-days (30).

At no time shall an Ohio DC employee make claim for or be reimbursed for more than his/her actual travel expenses.

Expense Report Documentation

- **Receipts are required for ALL expenses costing greater than $10 per occurrence.**
- A passenger receipt if the airfare was prepaid.
- A passenger receipt or other proof of payment if a ticket is charged to a personal credit card.
- Receipts for parking charges, single checked baggage fee, road tolls, public transportation costs, gratuities and other reasonably incurred transportation expenses directly related to authorized travel.
- A receipt for registration fees paid directly to a vendor (in advance) by Ohio DC
- A detailed hotel receipt with all charges, even if paid directly by Ohio DC.
- Off-site supply expenditures must be documented, and a receipt is required.