

ACTION: NO  
CHANGE

DATE: 10/03/2002  
10:28 AM

145-1-03

**Board travel and expense reimbursement policy.**

(A)

(1) As provided in section 145.08 of the Revised Code and this rule, members of the public employees retirement board shall be reimbursed by the public employees retirement system for travel expenses incurred for retirement system business which are:

(a) Actual, necessary and reasonable, and

(b)

(i) Incurred during attendance at meetings of the retirement board or its committees, or,

(ii) At meetings, conferences, seminars, workshops or sessions presented by other organizations and other group meetings as authorized by the retirement board.

(2) Meetings shall provide education to board members, be necessary for the performance of their duties, be appropriate to the general purpose of the retirement system and be in the interest of the retirement system's participants.

(3) "Actual, necessary and reasonable expenses" mean expenses which are incurred, appropriate in the circumstances and within prudent judgment.

(4) "Board member" means the employee or retirant representative on the retirement board, the auditor of state, attorney general and director of administrative services or the designated board representative of the auditor, attorney general or director of administrative services.

(B) Travel expenses for approved travel which are reimbursable include, but are not limited to, the following:

(1) Transportation

- (a) Travel by common carrier shall be reimbursed in an amount limited to the actual cost of a coach or economy class ticket except if no such ticket is available and the travel is necessary then at the actual cost of the available ticket.
  - (b) In-state travel by personal vehicle shall be reimbursed for mileage at the established reimbursable rate. Out-of-state travel by personal vehicle shall be reimbursed at the lesser of "portal to portal" or "air travel cost."
    - (i) "Portal to portal" expenditures for this calculation include the actual cost of lodging, meals, parking at place of lodging in route, and mileage at the established reimbursable rate.
    - (ii) "Air travel cost" expenditures for this calculation include the actual cost of a seven-day advance coach air fare, airport parking, transportation from the airport to destination lodging, and mileage between home and the airport at the established reimbursable rate.
  - (c) The cost of a rental automobile if it is a reasonable alternative means of transportation under the circumstances.
  - (d) The cost of parking for a personal or rental vehicle if necessary and required.
  - (e) The cost of taxi cabs or public transportation where reasonable under the circumstances.
- (2) Lodging at the single occupancy rate.
- (3) Meals and beverages at reasonable amounts.
- (4) Tips based on reasonable and customary amounts.
- (5)
- (a) Telephone calls or other electronic transmissions which are for retirement system business.
  - (b) Personal telephone calls to home/family if travel is twenty-four hours or more and then such calls must be reasonable in number and duration.

(C) Reimbursement shall not be made for personal expenditures which include, but are not limited to, the following.

- (1) Entertainment such as movies, theater or sports tickets, or green fees.
- (2) Personal services such as valet service, laundry or dry cleaning, or other such goods or services. However, if travel is seven days or longer, reasonable laundry and dry cleaning expenses may be reimbursed.

(D)

- (1) The retirement board, at a regular or other meeting, shall approve in advance all board travel for its board members except travel:
  - (a) To and from meetings of the board or its committees or other retirement system business within the state of Ohio, or
  - (b) For which a board member will not seek reimbursement.
- (2) Requests for travel authorization shall be made in writing and submitted to the executive director who shall present the request to the retirement board at its next meeting.
- (3) A board member shall not be reimbursed for any expense if the travel for which the expense was incurred was not for retirement system business, or the travel has not been authorized by the retirement board.

(E) Requests for reimbursement of expenses for travel shall be submitted on a form provided by the retirement system and shall be processed for payment subject to verification. When applicable, a receipt for each expense twenty-five or more dollars, and the passenger receipt for air travel shall be attached to such form.

R.C. 119.032 review dates: 10/3/2002 and 10/03/2007

CERTIFIED ELECTRONICALLY

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Certification

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Date

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