

AMENDING THE GUIDELINES, RULES AND  
REGULATIONS GOVERNING EXPENSE REIMBURSEMENT

WHEREAS, The Board of Trustees of the Greater Cleveland Regional Transit Authority established the Guidelines, Rules and Regulations Governing Expense Reimbursement pursuant to Resolution No. 1988-94 adopted May 10, 1988; and

WHEREAS, it is the intention of the Board of Trustees to amend the Guidelines, Rules and Regulations Governing Expense Reimbursement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Resolution No. 1988-94, the Guidelines, Rules and Regulations Governing Expense Reimbursement be and they are hereby amended as follows:

A. TRANSPORTATION - Item 4.

Increase mileage allowance to 24¢ per mile.

B. LODGING - Item 2.

Insert "No limit on business calls with an itemized description of the number and person called attached to the expense report."

C. NON-REIMBURSABLE EXPENSES - Item 1.a.

Insert "(excluding Bus Operator Rodeo Winner's spouse)."

Section 2. That those section of the Guidelines, Rules and Regulations Governing Expense Reimbursement as enumerated in Section 1 of this resolution shall now read as follows:

A. TRANSPORTATION - Item 4.

4. If a private automobile is approved for a trip of over 100 miles, a mileage report should be submitted in an amount not to exceed the cost of the most economical airline ticket as determined by the designated administrative assistant who is responsible for making airline reservations. Local transportation and trips under 100 miles in a private automobile may be reimbursed at a rate of 24¢ per mile or at such other rate as the Board of Trustees may authorize from time to time by resolution. Reimbursements for gasoline will not be made when a mileage report is submitted.

B. LODGING - Item 2.

2. Maximum of two (2) personal phone calls per trip will be reimbursed at a reasonable rate. No limit on business calls with an itemized description of the number and person called attached to the expense report.

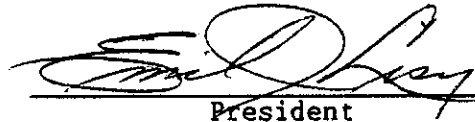
C. NON-REIMBURSABLE EXPENSES - Item 1.a.

1. Non-allowable travel expenses include:
  - a. Travel, lodging or any other expenses for spouses or families of RTA personnel (excluding Bus Operator Rodeo Winner's spouse).

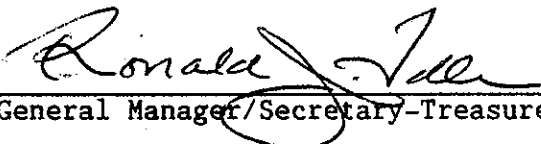
Section 3. That from time to time the Guidelines, Rules and Regulations Governing Expense Reimbursement may be amended in order to keep them current.

Section 4. That this resolution shall take effect immediately upon its adoption by the Board of Trustees.

Adopted: February 21, 1989

  
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President

Attest:

  
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General Manager/Secretary-Treasurer