

AMENDING THE GUIDELINES, RULES AND
REGULATIONS GOVERNING TRAVEL AND MEETING
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, the Board of Trustees approved changes to the Guidelines, Rules and Regulations Governing Expense Reimbursement pursuant to Resolution No. 1989-11; 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:

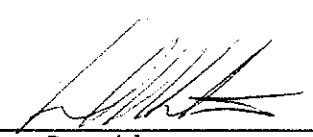
Section 1. Hereinafter, the Guidelines, Rules and Regulations Governing Expense Reimbursement shall be know as the Guidelines, Rules and Regulations Governing Travel and Meeting Expense Reimbursement.

Section 2. That the Guidelines, Rules and Regulations Governing Travel and Meeting Expense Reimbursement, a copy of which is attached hereto and is fully incorporated herein and made part of this resolution, are hereby adopted as the policy of The Greater Cleveland Regional Transit Authority.

Section 3. That from time to time the Guidelines, Rules and Regulations Governing Travel and Meeting 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: _____ May 15, 1990 _____



President

Attest: 

General Manager/Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
GUIDELINES, RULES AND REGULATIONS GOVERNING TRAVEL
AND MEETING EXPENSE REIMBURSEMENT
RESOLUTION NOS. 1988-94, 1989-11 AND 1990-87

1.0 PURPOSE/SCOPE

- 1.1 The Expense Reimbursement Guidelines, Rules and Regulations described herein are designed to assure the accurate and efficient handling of travel and other expenses incurred by members of the Board of Trustees and the staff of the Authority consistent with applicable laws and the public interest.
- 1.2 The Expense Reimbursement Guidelines, Rules and Regulations established herein concern travel outside of Cuyahoga County on official Authority business to attend and participate in conferences, seminars, meetings and other events or field visits, which benefit the Authority.

2.0 LEGAL AUTHORITY

- 2.1 306.33 Ohio Revised Code provides that a member of the Board of Trustees is permitted to be reimbursed for reasonable expenses in the performance of his duties.
- 2.2 306.34 Ohio Revised Code authorizes a Board of Trustees to manage and conduct the affairs of a regional transit authority.
- 2.3 306.35 Ohio Revised Code authorizes a Board of Trustees, among other things, to adopt rules for the administration and operation of transit facilities under its jurisdiction.
- 2.4 Article IV, Section 8 of the GCRTA Bylaws, adopted February 16, 1988, provides that any member of the Board of Trustees and officers and employees of the GCRTA may be reimbursed for properly incurred expenses.

3.0 GENERAL PROVISIONS

- 3.1 Insofar as practical, travel by the General Manager/Secretary-Treasurer and the Board of Trustees should receive prior approval by the President, or the Vice-President in the absence of the President. Travel by all others requires prior approval by the General Manager/Secretary-Treasurer or his designee. Requests for travel approval must include an estimate of the cost to the Authority.
- 3.2 Travel and all other expenses incurred by trustees or staff are subject to final approval by the designated officers of the Authority and all internal and external audit review.

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- 3.3 In granting approval for travel at Authority expense, the officers granting such approval shall be satisfied that:
- a. The expenditure for the stated purpose is lawful, reasonable and proper.
 - b. Information sought, action taken or other purpose of the trip could not be adequately accomplished by correspondence, telephone or other contact, or is not available from local sources.
 - c. Funds have been appropriated and are available to cover the expenses.
- 3.4 Expenses of Trustees and General Manager/Secretary-Treasurer, either for travel or meeting expenses, should be submitted on the proper form provided by the Authority.
- Travel expense statements will be prepared on the prescribed form in accordance with all requirements of the law, Authority By-Laws, these guidelines and the instructions printed on the travel report form.
- Upon completion of the form, the President or Vice-President in the absence of the President will review the information and submit the statement to Internal Audit for review. Following the approval/review of the President and Internal Audit, the statement will be forwarded to the General Manager/Secretary-Treasurer or his designee for approval and then submitted to the Accounting Department for payment. Checks will be mailed or delivered to the Board member and General Manager/Secretary-Treasurer along with a copy of the expense statement as approved.
- 3.5 Travel expenses of staff, other than the General Manager/Secretary-Treasurer, shall be reported on the prescribed form in accordance with the requirements of the law, Authority By-Laws, these guidelines and the instructions printed on the form. Upon the review of the Internal Audit and approval of the Department Head, Assistant General Manager - Finance & Administration and General Manager/Secretary-Treasurer, as appropriate, the statement will be forwarded to the Accounting Department for payment.
- 3.6 Authority employees and officers are required to be fully knowledgeable regarding travel policies and procedures.

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- 3.7 All employees who make an Authority sponsored out-of-county trip are required to submit a brief report to their supervisor upon their return to work at the Authority. All reports should explain the where, when, why of the trip, and the salient points of general interest to the Authority. Also, a copy of this report should be attached to the travel expense statement.
- 3.8 Use of public transportation in Cleveland to and from the airport is recommended.

4.0 ADMINISTRATIVE GUIDELINES

- 4.1 In accordance with recommendations of the State Auditor, travel advances are prohibited for travel within the United States. Special provisions will be made for travel outside the United States.
- 4.2 The practice of having the Authority billed for purely private expenditures and then reimbursing the Authority is strictly prohibited.
- 4.3 Employee Travel & Expense Account Forms must be submitted for reimbursement within thirty (30) days after completion of the authorized travel.
- Failure to file an expense account within thirty (30) days after completing the authorized travel may result in recovery of any prepaid expenses and/or advances, (if applicable), through a payroll deduction.
- 4.4 Personal credit cards are expected to be used to the fullest possible extent. Since expenses charged on credit cards, as well as cash expenses, are promptly reimbursed upon submission of the travel and expense form, the reimbursement should be received far in advance of the due date to pay credit card bills.
- 4.5 In accordance with RTA policy, all airline reservations are to be made by the designated administrative assistant in the Executive Department. This will insure that the Authority is obtaining the lowest government rates.
- 4.6 Advance seminar, conference and hotel fees will be paid when accompanied by a copy of the approved Employee Travel and Expense Account Form. Hotel fees may be billed to the authority when arranged in advance and then shown on the employee expense form.

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- 4.7 Any employee traveling on a weekend or holiday must attach specific written authorization from his/her supervisor to the travel expense report on which reimbursable expenses for such dates are being claimed.
- 4.8 No reimbursement for travel expenses shall be made unless an employee is on active pay status during the period in which travel expenses were incurred.
- 4.9 All claims for reimbursement for any expense exceeding one dollar must be accompanied by receipts. (The ONLY exceptions to this rule are bus and commuter train fares.)
- 4.10 Meal expenses will be reimbursed up to the daily allowance published in the "Runzheimer Meal-Lodging Cost Index".

5.0 TRANSPORTATION GUIDELINES

- 5.1 The General Manager/Secretary-Treasurer or his designee, within the provision of this paragraph, shall determine the appropriate mode or modes of transportation to be utilized.
- 5.2 The travel by common carrier is authorized at the lowest available rate. Authority funds shall not be expended to pay for unused reservations on common carriers, unless the General Manager/Secretary-Treasurer is satisfied that failure to cancel or use the reservation was unavoidable.
- 5.3 Travel by privately owned automobile or motorcycle is authorized only if the owner is insured under a policy of liability insurance complying with the requirements of Section 4509.51 of the Ohio Revised Code.
- 5.4 Reimbursement is authorized for private automobiles at a rate of 25.5¢ per mile.

For travel outside of the Greater Cleveland Area to another metropolitan area, reimbursement for private automobiles shall not exceed the cost of the most economical airline ticket, as determined by the designated administrative assistant who is responsible for making airline reservations.

- 5.5 When more than one person travels in the same automobile, the transportation expense shall be allowed on only one expense account.

Authority personnel shall not be reimbursed for mileage commuting from their residence to their job headquarters or from their job headquarters to their residence.

- 5.6 Authority-owned automobiles may be used for travel with the approval of the General Manager/Secretary-Treasurer. Expenses incurred in operating such vehicles must be itemized and receipts submitted, where possible, for all gasoline, parking, repairs, and similar out-of-pocket expenses.
- 5.7 Travel by privately-owned motorcycles is reimbursed at the rate of 8-1/2¢ per mile.
- 5.8 The use of rental cars at the destination point is considered a personal expense of the employee. Exceptions to this rule must be explained in writing and approved by the General Manager/Secretary-Treasurer and/or the President of the Board of Trustees.

6.0 LODGING GUIDELINES

- 6.1 Reimbursement for lodging will be for actual expenses paid as evidenced by the itemized statement from the innkeeper and a form or receipt either attached or marked and signed on the statement. When a spouse or family members accompany the employee, reimbursable lodging expenses shall only be that share of the room expense normally charged as the single occupancy rate for the room. A breakdown of this should be requested of the innkeeper at the time of payment and should be indicated by him/her on the statement.
- 6.2 One family-related phone call per day will be reimbursed at a reasonable rate. Authority business calls will be reimbursed with an itemized description of the number and person called attached to the expense report.

7.0 MEAL EXPENSES GUIDELINES

- 7.1 Payment or reimbursement for food and beverages with Authority funds for Authority personnel or any other persons is prohibited, except as follows:
 - a. Reimbursement for meals at actual cost for Authority personnel only while on authority business. Reimbursement shall not be made for meals included in the registration fee for seminars and conferences.
 - b. Furnishing of food and beverages to emergency repair crews where it is impractical to release employees for meals or customary work breaks.

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- c. Furnishing of meals in connection with local training or seminar sessions commencing and continuing through customary meal times, provided such expenditure has specific approval for each event from the General Manager/Secretary-Treasurer or, in the case of Board workshops, by the President of the Board.
- 7.2 Itemized receipts for meals must be attached to the expense voucher, or indicated on the hotel bill, before reimbursement will be made.
- 7.3 Gratuities (tips) up to 15% of meal (excluding tax) will be reimbursed.
- 7.4 Daily reimbursement for meals should not exceed daily rates per the "Runzheimer Meal-Lodging Cost Index". (See General Rule #10.)

8.0 NON-REIMBURSABLE EXPENSES

- 8.1 Non-allowable travel expenses include:
 - a. Travel, lodging or any other expenses for spouses or families of RTA personnel (excluding First Place Rodeo Winners' spouse).
 - b. Valet service, (provided, however, that exceptions shall be made on extended trips of one week or more where laundry/dry cleaning and other expenses may be incurred).
 - c. Alcoholic beverages.
 - d. Entertainment.
- 8.2 Payment or reimbursement for contributions and donations with Authority funds is prohibited.

9.0 EXCEPTION

The General Manager/Secretary-Treasurer may grant exception to these rules if such arrangements are economically advantageous to the Authority. Exceptions may be granted upon written request by the appropriate Assistant General Manager or designee prior to the expense being incurred.

10.0 PERIODIC REVIEW AND AMENDMENT

- 10.1 The policies delineated herein shall be subject to review and revision by the Board of Trustees at least once every three years. This does not preclude the Board of Trustees from revising specific policies included herein or from adding additional policies should the Board of Trustees determine that the best interests of the public and/or the authority would be served by making such a revision.
- 10.2 Amendments or revisions to these policies can be initiated or proposed by any member of the Board of Trustees, by the General Manager or by the Director of Internal Audit of the Authority.
- 10.3 Proposed amendments or revisions to these policies shall be subject to reviews and study by the full Board of Trustees. The Board of Trustees must approve any amendment or revision by majority vote, as defined in the By-laws, before said amendment or revision will become official policy of the Authority.

Adopted by Resolution No. 1988-94 on May 10, 1988
Amended by Resolution No. 1989-11 on February 21, 1989
Amended by Resolution No. 1990- on May 15, 1990