

RESOLUTION NO. 1996-185

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 guidelines, rules and regulations governing travel and meeting expense reimbursement pursuant to Resolution No. 1988-94 adopted on May 10, 1988; and

WHEREAS, the Board of Trustees subsequently approved changes to the guidelines, rules and regulations governing travel and meeting expense reimbursement pursuant to Resolution No. 1989-11, adopted February 21, 1989, and Resolution No. 1990-87, adopted May 15, 1990; and

WHEREAS, the Board has determined that it is in the best interest of the Authority to periodically review and amend the guidelines, rules and regulations governing travel and meeting expense reimbursement.

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

Section 1. That the guidelines, rules and regulations governing travel and meeting expense reimbursement, a copy of which is attached hereto and fully incorporated herein and made a part of this resolution, are hereby adopted as the policy of the Greater Cleveland Regional Transit Authority.

Section 2. That the Board of Trustees may periodically review and amend the guidelines, rules and regulations governing travel and meeting expense reimbursement in order to keep them current.

Section 3. That this Resolution shall take effect immediately upon its adoption.

Attachments: Guidelines, Rules and Regulations Governing
Travel and Meeting Expenses Reimbursement

ADOPTED: December 17, 1996



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 **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 **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 **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 designee. Travel requests should be submitted at least 30 days prior to travel, excluding emergency and unforeseen travel. 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 an external audit review.

- 3.3 In granting approval for travel at Authority expense, the officers granting such approval shall be satisfied that:

- 3.3.1 The expenditure for the stated purpose is lawful, reasonable and proper.
 - 3.3.2 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.
 - 3.3.3 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 Internal Audit and approval of the Department Head, appropriate Assistant General Manager, Assistant General Manager-Finance and Administration and General Manager/Secretary-Treasurer or designee, 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.
 - 3.7 All employees who make an Authority sponsored trip out of Cuyahoga County that requires the use of the Travel and Expense Report 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 expenses statement.
 - 3.8 Use of public transportation in Cleveland to and from the airport is encouraged.

4 ADMINISTRATIVE GUIDELINES

- 4.1 Cash advances for travel are prohibited for travel within the United States without the express authorization from the General Manager/Secretary-Treasurer. Special provisions will be made for travel outside the United States.
- 4.2 The practice of having the Authority billed for solely 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 a restriction on travel and/or recovery of any prepaid expenses and/or advances, through a payroll deduction.
- 4.4 Personal credit cards are expected to be used to the fullest possible extent.
- 4.5 All airline reservations are to be made by the designated Administrative Assistant/Secretary.
- 4.6 Once the employee Travel & Expense Account has been approved by the Director, Assistant General Manager or General Manager, advance seminar, conference and hotel fees may be paid.
- 4.7 Traveling on weekends may be allowable if it results in lower overall travel expenses to the Authority.
- 4.8 No reimbursement for travel expenses 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 current "Runzheimer Meal-Lodging Cost Index".

5 TRANSPORTATION GUIDELINES

- 5.1 The General Manager/Secretary-Treasurer or designee, within the provision of this section, shall determine the appropriate mode or modes of transportation to be utilized.

- 5.2 The travel by common air 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 or designee is satisfied that failure to cancel or use the reservation was unavoidable.
- 5.3 Travel by privately owned motor vehicle 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 motor vehicles at the prevailing rate established by the Internal Revenue Service.
- For travel outside of the Greater Cleveland area to another metropolitan area, reimbursement for private motor vehicles shall not exceed the cost of the most economical airline ticket.
- 5.5 When more than one person travels in the same automobile, the reimbursement for mileage 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 or designee. 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 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 appropriate approving authority.

6 LODGING GUIDELINES

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

7 **MEAL EXPENSES GUIDELINES**

- 7.1 Reimbursement for food and beverages related to travel with Authority funds for Authority personnel or any other persons is prohibited, except as follows:
- 7.1.1 Reimbursement for meals for out of town travel will be based on the actual cost of the meal consumed by Authority personnel only while on Authority business. Reimbursement shall not be made for meals included in the registration fee for seminars and conferences.
 - 7.1.2 Meals in connection with local training or seminar sessions commencing or continuing through customary meal times will be paid provided such expenditure has specific approval for each event from the General Manager/Secretary-Treasurer or designee, or in the case of Board workshops, by the President of the Board.
 - 7.1.3 Itemized receipts for meals must be attached to the expense voucher, or indicated on the hotel bill before reimbursement will be made.
 - 7.1.4 Gratuities (tips) up to 18% of meal cost (excluding tax) will be reimbursed when included in the bill. Gratuities not included as part of the bill will be reimbursed up to 15%.
 - 7.1.5 Daily reimbursement for meals shall not exceed daily rates per the current "Runzheimer Meal-Lodging Cost Index".

8 **NON-REIMBURSABLE EXPENSES**

- 8.1 Non-allowable travel expenses include:
- 8.1.1 Travel, lodging or any other expenses for spouses, families or friends of RTA personnel (excluding 1st Place Rodeo Winners' spouse).
 - 8.1.2 Valet service (provided, however, that an exception will be made on extended trips of one week or more where laundry/dry cleaning and other expenses may be incurred).
 - 8.1.3 Alcoholic beverages.
 - 8.1.4 Entertainment
- 8.2 Payment or reimbursement for contributions and donations with Authority funds is prohibited.

9 **EXCEPTION**

The General Manager/Secretary-Treasurer may grant exception to these rules if such arrangements are economically advantageous or in the best interest 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 **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 review 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 Bylaws, 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. 1990-87 on May 15, 1990