

RESOLUTION NO. 2020-79

AMENDING CHAPTER 656 "TRAVEL POLICY AND PROCEDURES" OF THE
CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, the travel policy was last updated in 2004; and

WHEREAS, the Authority has conducted a review and determined that, particularly in light of the changes in the travel industry since 2004, certain portions of Chapter 656, Travel Policy and Procedures, must be revised.

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

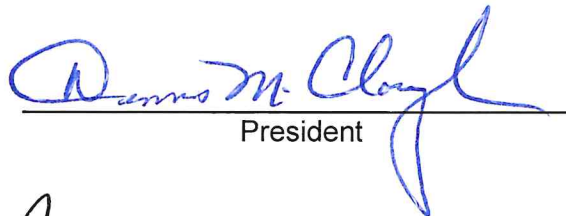
Section 1. That Chapter 656, Travel Policy and Procedures, is hereby amended to read as specified in Attachment A hereto.

Section 2. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: A. Chapter 656

Adopted: October 27, 2020



President

Attest:



Interim Secretary-Treasurer

Attachment A to Resolution

CHAPTER 656
Travel Policy

- 656.01 Purpose/Scope.
- 656.02 General Provisions
- 656.03 Internal Audit
- 656.04 Authorization of Travel

CROSS
REFERENCES

Reimbursement of Board member for reasonable expenses – see Ohio R.C.
306.33

Authority of Board of Trustees to manage and conduct affairs – see Ohio R.C.
306.34

Rules for administration and operation of transit facilities – see Ohio R.C.
306.35

Reimbursement of members of Board of Trustees and officers and employees of
the GCRTA for properly incurred expenses – see Bylaws Art. IV, Section 7
Airline frequent flyer miles – see Ohio Revised Code Sections 102.03(D) and
(E); Ohio Revised Code Sections 2921.42(A)(4) and 2921.43(A); Ohio Ethics
Commission Opinion No. 91-010; Ohio Ethics Commission Staff Advisory
Opinion to Sheryl King Benford Dated March 31, 2020

Credit card rewards programs – see Ohio Revised Code Sections 102.03(D) and
(E); Ohio Ethics Commission Informal Opinion No. 2003-INF-0224-1; Ohio
Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated
March 31, 2020; Ohio Ethics Commission Staff Advisory Opinion to Sheryl
King Benford Dated May 6, 2020; Ohio Ethics Commission Opinion No. 2011-
08; Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated
March 27, 2012

656.01 Purpose/Scope.

- (a) This policy concerns travel on official Authority business to attend and participate in conferences, seminars, meetings and other events or field visits that are in the Authority's best interest. It is designed to ensure the accurate and efficient handling of travel and other related expenses incurred by members of the Board of Trustees and the staff of the Authority consistent with applicable laws and the public

interest.

- (b) This policy provides guidance to those traveling on Authority business that will permit low cost, convenience, ease of administration, overall cost-effectiveness, consistency of reimbursement, and compliance with federal, state and local law and GCRTA policy.

656.02 General Provisions.

- (a) All travelers are required to be fully knowledgeable regarding GCRTA's travel policies and procedures.
- (b) Use of public transportation during Authority travel, including travel to and from the airport, is strongly encouraged.
- (c) Employees with disabilities will be accommodated pursuant to the Americans with Disabilities Act.
- (d) GCRTA Board members and officers and employees of the GCRTA may not accept, solicit, or use the authority or influence of their position to obtain a discounted or free "frequent flyer" airline ticket for personal travel or other benefit from an airline if they have obtained the ticket or other benefit from the purchase of airline tickets for use in official travel by GCRTA. GCRTA Board members and officers and employees of the GCRTA may not use such a discounted or free "frequent flyer" airline ticket or other benefit for personal travel. Authority Board members, officers and employees may not use personal frequent flyer accounts for Authority travel.
- (e) An Authority Board member or officer or employee of the GCRTA whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority. An Authority officer or employee who is either, (1) unaware that their personal rewards credit card is issued by a bank that is an Authority vendor, or (2) has no duties that include negotiating or authorizing Authority contracts with financial service providers, is not prohibited from using a personal rewards card from any issuing bank while engaging in public business for the Authority and receiving benefits of the card's reward program, which could include frequent flyer credits, unless the card's use results in a higher cost for the Authority or reimbursement that is greater than the debt owed to the card issuer.
- (f) Travelers will be reimbursed for lodging expenses up to the CONUS index established by the U. S. General Services Administration ("GSA CONUS rate") plus 25% for each evening in the destination city. Up to the GSA CONUS rate plus 25% for lodging does not include taxes.

- (g) Travelers will be reimbursed for actual expenses up to a daily per diem based on the destination city's GSA CONUS rate plus 25%, for meals and other incidental expenses for each full day of travel and 75% of that amount for the first and last days of travel.
- (h) Travel to locations outside the United States will be reimbursed by the international GSA CONUS rate plus 25%, for lodging, meals and other incidental expenses for each day of travel. Reimbursement will be made at the published daily average exchange rate for each individual day of travel.
- (i) The following types of expenses are non-allowable:
 - (1) Travel, lodging or other expenses for spouses, families and friends of GCRTA personnel;
 - (2) Valet service (except for extended trips of one week or more);
 - (3) Alcoholic beverages;
 - (4) Entertainment (including movie rentals);
 - (5) Contributions and donations with Authority funds.
- (j) The General Manager is authorized to issue and make modifications to administrative procedures to implement this policy.

656.03 Internal Audit. Travel expenses will be subject to a final compliance review by the Internal Audit Department.

656.04 Authorization of Travel.

- (a) Insofar as practical, travel by the General Manager/ and members of the Board of Trustees should receive prior approval by the President of the Board of Trustees, or the Vice-President of the Board of Trustees in the absence of the President.
- (b) Travel by all other staff requires prior approval of the traveler's department director. It is the responsibility of the department director to determine the business necessity for travel and that all appropriate procedures are followed. The General Manager or designee must also approve staff travel.

Res. 1996-185. Passed 12-17-96; Res. 1999-147. Passed 10-26-99;
Res. 2004-123. Passed 9-21-04. Res. 2020-XX. Passed XX-XX-XX.)



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: AMENDING CHAPTER 656 "TRAVEL POLICY AND PROCEDURES" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2020-79
	Date: October 22, 2020
	Initiator: Finance & Administration
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend Chapter 656 of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: The travel policy applies to travel by members of the Board of Trustees and Authority staff. It was last updated in 2004. At the direction of Internal Audit, a task force was established to review the policy in light of changes in the travel industry since 2004. The task force consisted of representatives from Operations, Human Resources, Internal Audit, Accounting and Legal. As a best practice, it is recommended that the procedural details that had previously been included in the policy should be removed and included in an administrative procedure authorized by the General Manager, Chief Executive Officer. Guidance from the Ohio Ethics Commission regarding frequent flyer miles and rewards program credit cards are also being included.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will bring the Authority's travel policy up to date to be consistent with current travel industry practices and Ohio Ethics Commission guidance.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in a travel policy that remains out of date and inconsistent with Ohio Ethics Commission guidance.
- 8.0 RECOMMENDATION: This resolution was discussed at the October 6, 2020 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: A. Red-line of proposed amendments to Chapter 656

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer

Attachment A to Staff Summary

CHAPTER 656

Travel Policy and Procedures

~~656.01—EXPENSE REIMBURSEMENT.~~

~~(a) Purpose/Scope.~~

~~(1) The 656.02 General Provisions~~

~~656.03 Internal Audit~~

~~656.04 Authorization of Travel~~

CROSS
REFERENCES

Reimbursement of Board member for reasonable expenses – see Ohio R.C. 306.33

Authority of Board of Trustees to manage ~~Travel Policy and Procedures~~ established herein and conduct affairs – see Ohio R.C. 306.34

Rules for administration and operation of transit facilities – see Ohio R.C. 306.35

Reimbursement of members of Board of Trustees and officers and employees of the GCRTA for properly incurred expenses – see Bylaws Art. IV, Section 7

Airline frequent flyer miles – see Ohio Revised Code Sections 102.03(D) and (E); Ohio Revised Code Sections 2921.42(A)(4); ~~and Ohio Revised Code Section~~

2921.43(A); Ohio Ethics Commission Opinion No. 91-010; Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated March 31, 2020

Credit card rewards programs – see Ohio Revised Code Sections 102.03(D) and (E); Ohio Ethics Commission Informal Opinion No. 2003-INF-0224-1; Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated March 31, 2020; Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated May 6, 2020; Ohio Ethics Commission Opinion No. 2011-08; Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated March 27, 2012

656.01 Purpose/Scope.

(a) This policy concerns travel on official Authority business to attend and participate in conferences, seminars, meetings and other events or field visits, ~~which that~~ are in the Authority's best interest. It is

designed to ~~assure~~ensure the accurate and efficient handling of travel and other related expenses incurred by members of the Board of Trustees and the staff of the Authority consistent with applicable laws and the public interest.

~~(2) These Travel Policies and Procedures provide~~(b) This policy provides guidance to those traveling on Authority business that will permit low cost, convenience, ease of administration, overall cost-effectiveness, consistency of reimbursement, and compliance with federal, state and local law and GCRTA policy.

~~(b) Legal Authority.~~

~~(1) Ohio R.C. 306.33 provides that a member of the Board of Trustees is permitted to be reimbursed for reasonable expenses in the performance of his or her duties.~~

~~(2) Ohio R.C. 306.34 authorizes a Board of Trustees to manage and conduct the affairs of a regional transit authority.~~

~~(3) Ohio R.C. 306.35 authorizes a Board of Trustees, among other things, to adopt rules for the administration and operation of transit facilities under its jurisdiction.~~

~~(4) Article IV, Section 8, of the Greater Cleveland Regional Transit Authority (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.~~

~~(5) In accordance with the Ohio Ethics Commission Opinion No. 91-010, airline frequent flyer miles accumulated on travel for a public agency shall not be used for personal travel or benefit.~~

~~(e)656.02~~ General Provisions.

~~(1a)~~ All travelers are required to be fully knowledgeable regarding GCRTA's travel policies and procedures.

~~(2b)~~ Use of public transportation during Authority travel, including travel to and from the airport, is strongly encouraged.

~~(3c)~~ Employees with disabilities will be accommodated pursuant to the Americans with Disabilities Act.

~~(4) Airline frequent flyer miles accumulated on travel for the GCRTA shall not be used for personal travel or benefit. These miles can only be used for future Authority travel, including upgrades to First Class when appropriate.~~

~~(5(d))~~ GCRTA Board members and officers and employees of the GCRTA may not accept, solicit, or use the authority or influence of their position to obtain a discounted or free "frequent flyer" airline ticket for personal travel or other benefit from an airline if they have obtained the ticket or other benefit from the purchase of airline tickets for use in official travel by GCRTA. GCRTA Board members and officers and employees of the GCRTA may not use such

a discounted or free "frequent flyer" airline ticket or other benefit for personal travel. Authority Board members, officers and employees may not use personal frequent flyer accounts for Authority travel.

- (e) An Authority Board member or officer or employee of the GCRTA whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority. An Authority officer or employee who is either, (1) unaware that their personal rewards credit card is issued by a bank that is an Authority vendor, or (2) has no duties that include negotiating or authorizing Authority contracts with financial service providers, is not prohibited from using a personal rewards card from any issuing bank while engaging in public business for the Authority and receiving benefits of the card's reward program, which could include frequent flyer credits, unless the card's use results in a higher cost for the Authority or reimbursement that is greater than the debt owed to the card issuer.
- (f) Travelers will be reimbursed for hotel/lodging expenses up to the CONUS index established by the U. S. General Services Administration ("GSA CONUS rate") plus 25% for each evening in the destination city. Up to the GSA CONUS index rate plus 25% for hotel/lodging does not include taxes. The hotel receipt must be submitted with the final travel and expense report.
- ~~(6)(g)~~ Travelers will be reimbursed for actual expenses up to a daily per diem based on the destination city's GSA CONUS index (located at <http://policyworks.gov>) rate plus 25%, for meals and other incidental expenses for each full day of travel. Incidental expenses include ground transportation, telephone calls, and any expenses other than travel or hotel incurred on the trip. Receipts do not need to be submitted with the final travel and expense report, however, a copy 75% of the CONUS index that amount for the respective city must be attached first and last days of travel.
- (7h) Travel to locations outside the United States will be reimbursed by the international GSA CONUS index rate plus 25% located at <http://policyworks.gov> (click on dark blue box at the top % for lodging, meals and other incidental expenses for each day of the page where it indicates foreign rates) travel. Reimbursement will be made at the published daily average exchange rate for each individual day of travel.
- (8) All employees traveling on behalf of the Authority, are reminded of the i) _____ The following types of expenses are non-allowable type of

expenses:

~~A.(1) Travel, lodging or other expenses for spouses, families and friends of GCRTA personnel;~~

~~B.(2) Valet service (except for extended trips of one week or more);~~

~~C.(3) Alcoholic beverages;~~

~~D.(4) Entertainment (including movie rentals);~~

~~E.(5) Contributions and donations with Authority funds.~~

~~(9)-(j) The CEO/General Manager has the authority is authorized to issue and make modifications to particular provisions of this policy when it is in the best interests of the Authority.~~

~~(10) The CEO/General Manager has the ability to issue administrative procedures to implement this policy.~~

~~(d) Responsibilities:~~

~~(1) Responsibility of authorizing department and/or division:~~

~~A. It is the responsibility of the authorizing department or division to determine the necessity for travel and ensure that it is in the best interest of the Authority; the purpose is lawful, reasonable and for a proper public purpose; and the purpose of the trip could not be adequately accomplished by correspondence, telephone, or through other contact, or is not available from local sources.~~

~~B. All travel that is for the purpose of an employee's professional development should be coordinated with the Department of Training and Employee Development and reflected on the travel request form.~~

~~C. Because they are more familiar with need for travel and subsequent expenses incurred on behalf of their department(s), the approver(s) have primary responsibility for ensuring compliance with this policy. The approver(s) must verify that expenses and expense reports meet the following criteria:~~

~~1. The information contained on the expense report and in the attached documentation is consistent with this policy;~~

~~2. The funds for travel have been appropriated in the current budget;~~

~~3. The expenditure is charged to the proper~~

~~account(s). (2) Responsibility of traveler:~~

~~A. Authority travelers are expected to spend the Authority's funds prudently. Business travel expenses will be paid if they are within the parameters of the Authority's policies and procedures.~~

~~B. Since frequent flyer miles earned by Authority travel cannot be used for personal use and should be used for subsequent business travel. It is the responsibility of the traveler to keep track of these miles.~~

~~(3) Responsibility of the Authority. It is the Authority's responsibility to~~

~~ensure the reasonableness of travel-related expenses and to process timely reimbursements. The expenses will be subject to final approval by the Internal Audit Department.~~

~~(e)656.03 Internal Audit. Travel expenses will be subject to a final compliance review by the Internal Audit Department.~~

656.04 Authorization of Travel.

- ~~(1a)~~ Insofar as practical, travel by the ~~CEO,~~ General Manager/~~Secretary—Treasurer~~ and members of the Board of Trustees should receive prior approval by the President of the Board of Trustees, or the Vice-President of the Board of Trustees in the absence of the President.
- ~~(2b)~~ Travel by all other staff requires prior approval of ~~his/her~~the traveler's department director. It is the responsibility of the ~~Department Director~~department director to determine the business necessity for travel and that all appropriate procedures are followed. The General Manager or designee must also approve staff travel.
~~The CEO, General Manager or designee must also approve staff travel.~~
- ~~(3)~~ ~~Travel request should be submitted at least 30 days prior to travel, excluding emergency and unforeseen travel. The request must be made using the appropriate travel forms.~~
- ~~(4)~~ ~~Travel request forms must include an estimate of the cost to the Authority. The cost estimate should include all expenses and be based on the appropriate total of the hotel cap (up to CONUS plus 25% does not include taxes) and per day per diem for meal and other incidental expenses, for the applicable city of destination. It is the responsibility of the travel to obtain the estimates and per diems and attach them to the request form. (Per diem is based on CONUS index plus 25% and can be obtained at <http://policyworks.gov>. "Maximum lodging" is the maximum amount to be reimbursed for daily hotel expenses, plus 25%, excluding taxes. "Meals and incidentals rate" is the amount to be reimbursed for the daily per diem.)~~
- ~~(5)~~ ~~Cancellations are the responsibility of the traveler. If changes or cancellations are required, the traveler must make all arrangements for such. The traveler must furthermore ensure that deposits or other Authority expenses are refunded to the maximum extent possible. Should a cancellation or change result in costs to Authority, the traveler must justify the change. The traveler may be liable for cancellation and changes not of a business nature or those not pursued in a timely manner. A travel expense account should be processed reflecting any and all prepayments and deposits and a memo explaining why the trip was cancelled. A traveler will be reimbursed for~~

~~any expenses he/she paid and lost as a result of a justified cancellation of the trip. Reimbursement should be requested by processing the receipts with the travel and expense form and a memo explaining why the trip was cancelled.~~

~~(f) Travel Arrangements.~~

~~(1) Prepayment of expenses.~~

~~A. Prepayment by the Authority of travel expenses, i.e., conference fees or registration fees, hotel deposit, hotel, et., is permitted. Prepayment by RTA can be utilized by an approved RTA procurement method (i.e., purchase order, purchasing card, etc.). Prepayment by check may be requested by submitting a memo/appropriate form with a copy of the approved travel request form, to the Accounting Department for processing. The copy of the travel request form must have the appropriate sections completed for the requested prepayment(s).~~

~~B. Personal credit cards may be used for prepayment of travel expenses, however, employees will still be accountable for these expenses. A traveler may request reimbursement of expenses incurred 30 or more days before the date of travel, by submitting a memo/appropriate form with documentation of prepayment, and a copy of the approved travel request form, to the Accounting Department for processing. Any "bonuses" or "perks" earned by use of personal credit cards used for business of Authority can be used for the personal benefit of the traveler. The copy of the travel request form must have the appropriate sections completed for the requested reimbursement.~~

~~C. These procedures apply to all GCRTA employees, officers and Board Members while traveling on approved Authority business. Travelers should familiarize themselves with these procedures prior to travel to facilitate the Authority travel experience.~~

~~(g) Transportation. For travel on Authority business, transportation by the most economical means is recommended.~~

~~Traveling on weekends may be allowed if it results in lower overall travel expenditures to the Authority (i.e., extra days, the additional hotel expense, daily per diem and difference in air travel). Travel expenditures include airfare, hotel, and per diem expenses.~~

~~(1) Air travel/train travel.~~

~~A. Airline or train reservations are to be made by the designated Department/Division Travel Coordinator or by the traveler. B. Air or train travel should be guided by the following:~~

~~1. Lowest logical fare;~~

- ~~2. Itinerary changes, justified by business necessity or no adverse cost to the Authority;~~
 - ~~3. A combination of plane and train tickets should be considered, and will be reimbursed, when scheduled to save money.~~
 - ~~C. Airline tickets purchased must include documentation of the three lowest ticket prices and be submitted with the travel expense report.~~
- ~~(2) Authority owned automobiles.~~
- ~~A. Authority owned automobiles may be used for travel with the approval of the CEO, General Manager/Secretary Treasurer or designee. Expenses incurred in operating such vehicles must be itemized and original receipts submitted for all gasoline, parking, emergency repairs and similar out of pocket expenses.~~
 - ~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~
- ~~(3) Private automobile.~~
- ~~A. When travel by private automobile is desirable to save time or to transport equipment or to reduce costs, reimbursement is at the prevailing rate established by the Internal Revenue Service. This mileage allowance is intended to cover all transportation and operating costs. No reimbursement is made for the cost of repairs to the vehicle whether they result from the traveler's act or the acts of others. When more than one person travels in the same automobile, the reimbursement for mileage shall be allowed on only one expense report. Ferry, bridge, tunnel, toll road and reasonable parking charges are allowed in addition to the mileage allowance.~~
 - ~~B. The reimbursement for private automobile travel will not exceed the cost of the most economical round trip airfare.~~
 - ~~C. Use of RTA vehicle, including Authority pool cars, should be used whenever possible.~~
- ~~(4) Car rental.~~
- ~~A. In general, the use of rental cars is not reimbursed and is considered a personal expense. However, prior to travel, the CEO, General Manager/Secretary Treasurer or designee may authorize the use of rental cars where other transportation is not available or when the cost of a rental car and parking is less than the lowest coach airfare available. The traveler should choose the economy class car; however, a larger car may be chosen in the event that there is a group of more than two Authority persons traveling. Travelers using rental cars should not purchase the optional collision insurance coverage offered, except in countries other than the U.S. and Canada.~~

~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~

~~(5) Ground transportation expenses. Ground transportation expenses, including shuttle services, taxi fares, and public transportation will be included in the traveler's daily per diem allowance and will not be reimbursed separately. Under special circumstances, where ground transportation is excessive due to unavailability of public transportation or airport shuttles, exceptions will be considered for approval by the CEO, General Manager/Secretary-Treasurer or designee.~~

~~(6) Lodging guidelines. Traveler will be compensated for lodging expenses for each night stayed in the destination city at the rate of up to CONUS plus 25%. Up to CONUS plus 25% for hotel does not include taxes. Prepayment by RTA of hotel deposits or hotel expenses is not encouraged but may be made in special circumstances if approved by the Division Head.~~

~~(7) Conference fees. Request for payment of conference fees should be processed in a timely fashion to ensure the lowest possible conference fee or no late registration penalties. Prepayment may be made by use of RTA procurement/purchase order process or by personal credit card.~~

~~(h) Reimbursement.~~

~~(1) Responsibilities of the traveler:~~

~~A. Upon return from the trip, the employee is to complete the Employee Travel and Expense Form and verify the mathematical accuracy of the form.~~

~~B. Ensure that all applicable documents that are listed below are attached to the Employee Travel and Expense Form:~~

~~1. A trip report memorandum, which briefly summarizes where the employee went, the purpose of the trip and what benefits can the GCRTA expect as a result of the employee's trip;~~

~~2. Documentation that supports all allowable expenses that are incurred by the employee, as well as any expenses that were prepaid by the GCRTA that are identified on the Employee Travel and Expense Form. Documentation for items such as lodging, airfare, registration of conference fees, mileage report, parking, tolls, fuel, and rental car receipt if applicable;~~

~~3. A copy of the CONUS index for the respective~~

~~city. (2) Responsibilities of the Authority:~~

~~A. Responsibility of the Authority. It is the responsibility of the Authority to process all travel request forms within 12 days of receipt from the employee.~~

~~B. Responsibility of the Approver Director. Upon receiving of the employee's travel and expense form, the approver performs a cursory review to ensure the following:~~

- ~~1. The appropriate documentation is attached;~~
- ~~2. Travel expenses are in accordance with travel policies and procedures;~~
- ~~3. The mathematical accuracy of the form;~~
- ~~4. Expenses are being posted against the proper account code distribution (fund mode cost center function object class).~~

~~The approver signs/dates and submits the reimbursement request to Internal Audit Department within three business days of receipt from the employee.~~

~~(3) Responsibility of Internal Audit. Internal Audit will review the reimbursement form for compliance, date, and submit the reimbursement form to the CEO, General Manager/Secretary-Treasurer (or designee) for signature within three business days of receipt from the approver.~~

~~(4) Responsibility of the CEO, General Manager/Secretary-Treasurer (or designee). The CEO, General Manager/Secretary-Treasurer (or designee) shall sign/date and submit the reimbursement request to the Accounting Department within three business days of receipt from the Internal Audit Department.~~

~~(5) Responsibility of Accounting. The form is then released to the Accounting Department for processing and payment of reimbursement to the employee within three business days of receipt from CEO, General Manager/Secretary-Treasurer (or designee).~~

Res. 1996-185. Passed 12-17-96; Res. 1999-147. Passed 10-26-99;
Res. 2004-123. Passed 9-21-04. Res. 2020-XX. Passed XX-XX-XX.)