

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.05.03 Reimbursement of Expenses**

### **A. Travel/Mileage Reimbursement**

1. Employees who are required per their job description to use their own private vehicles in the performance of their job for official Board business will be reimbursed at the rate presently approved by the Board. These employees are required to have a valid driver's license and carry vehicle liability insurance for at least the minimum amounts required by the Scioto County Insurance Plan and Ohio law. The employee is responsible to maintain current copies of his/her drivers' license and insurance liability coverage in the Human Resources Office.
2. The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance and all other expenses of operation.
3. No reimbursement will be made for travel between the employee's home and the site of work within Scioto County, unless it is for emergency on-call travel, which may be reimbursable as a round trip from the employee's home.
4. Parking tolls, ferry charges, bridge, highway and tunnel tolls will be reimbursed.

### **B. Lodging Expenses**

Expenses covering the actual cost of a hotel or motel room will be reimbursed in full when an employee travels out of the county or state on official Board business and such travel requires an overnight stay. Prior approval of the Superintendent or Program Director is required for reimbursement of lodging expenses.

### **C. Meal Expenses**

1. Board members and employees who must travel out of the county or state on Board business will be reimbursed up to \$32.00 per day for meals and non-alcoholic beverages.
2. Reimbursement for actual meals expenses during partial days will be made, when travel extends through the normal meal period.

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3. No reimbursement will be made if a meal is included in the seminar fee.
4. No reimbursement will be made for meals within the county unless the meal is an integral part of the approved meeting or conference.
5. Tips, alcoholic beverages and entertainment are not reimbursable.

### D. Damage Reimbursement

1. Staff members are to be aware of possible damage to personal apparel or effects in the course of employment and, accordingly, are expected not to attire themselves with items of unusually high value for the work required.
2. A staff member's personal property used in the course of employment which is damaged by a service recipient in the program while the staff member is performing typical job duties will usually be replaced or repaired by the Board without cost to the employee. Staff members are advised that full reimbursement will not be made for unusually expensive clothing or jewelry. The incident involving damage must be reported and documented.
3. If appropriate, a staff member, an individual or parent/guardian of an individual, who is responsible for the damage, will be billed for damages, if the damage to a staff member's property is the result of an action which is considered deliberate. Recompense will be determined in accordance with Positive Personal Support procedures.

E. Reimbursement for any expense will only be granted if the appropriate documentation is submitted and approved.

F. The Superintendent will decide on amounts of reimbursement whenever a question arises.