

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: June 22, 2020

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: MILEAGE AND TRAVEL REIMBURSEMENT**

**II. PURPOSE:**

To establish a policy and supporting procedural guidelines for the reimbursement of necessary and reasonable travel, food and lodging expenses directly attributable to attendance at approved meetings, conferences, seminars and workshops by management and exempt staff.

**III. REFERENCES:**

GSA Per Diem for Meals and Hotels: <https://www.gsa.gov/travel/plan-book/per-diem-rates>  
IRS Publication 463: [www.irs.gov/pub/irs-pdf/p463.pdf](http://www.irs.gov/pub/irs-pdf/p463.pdf)  
LCBDD Policy A-4 Duties and Powers of Board and Superintendent

**IV. POLICY:**

Reasonable and necessary travel expenses directly attributable to attendance by management and exempt staff at meetings, conferences, seminars and workshops as approved by the Superintendent or designee in accordance with applicable standards – *i.e.*, Limited/Continuing Management/Exempt Employment Contracts – may be eligible for reimbursement subject to mileage maximums. Reasonable and necessary food and lodging expenses directly attributable to attendance at such meetings, conferences, seminars and workshops may be eligible for reimbursement. This policy and its supporting procedures shall not apply to bargaining unit staff but, rather, such employees' expense and travel reimbursement, if any, shall be in accordance with the standard set forth in the LEADD agreement.

Attendance at meetings, conferences, seminars and workshops shall be pre-approved by the Superintendent or designee based upon the applicable standards as set forth in the Limited/Continuing Management Exempt Employment Contracts for management and exempt staff. Reimbursement of reasonable and necessary travel expenses and related food and lodging expenses directly attributable to attendance at such meetings, conferences, seminars and workshops shall be subject to the following:

**A. Mileage and Travel Expenses:**

Mileage will be reimbursed at the current IRS maximum rate. The method for calculating of the number of miles is based on IRS guidance.

LCBDD/Deepwood **Policy E-5**  
**MILEAGE AND TRAVEL REIMBURSEMENT**

Travel expense reimbursement shall be limited to the equivalent of round-trip total mileage of 500 miles (Mentor to Cincinnati). Reimbursement rates will be subject to the following provisions. Travel expense reimbursement is applicable to both in-state and out-of-state travel and may be applied to air travel. For auto travel, the maximum allowable reimbursement is limited to the actual auto mileage, subject to the 500-mile maximum. Auto rental fees in lieu of actual mileage reimbursement are reimbursable up to, but not to exceed the mileage reimbursement rate as established. Airfare receipts specifying dates/destinations of travel shall support reimbursement requests for air travel.

B. Food and Lodging Expenses:

Reimbursement for directly related food and lodging expenses shall be limited to a maximum of the Federal per diem rate for the applicable city or region established annually under the travel Regulations for the General Services Administration. Dated and itemized receipts shall support reimbursement requests for directly related food and lodging expenses. Tips and alcoholic beverages appearing on receipts will be excluded from reimbursement. If lunch is included in the cost of the registration and the attendee chooses to purchase lunch at a different venue, the lunch will not be reimbursed. Any meals consumed on the way home, after meetings or conferences are concluded, are at the employee's expense. Meetings, conferences, seminars and workshops sponsored by the Ohio Department of Developmental Disabilities, and the Ohio Association of County Boards of DD are specifically exempted from the per diem rate maximum for lodging when registered through the Administration Office. Conferences hosted by other entities may also be exempted with prior approval of the Superintendent.

C. Other Directly Related Expenses:

Any other reasonable and necessary expenses directly attributable to attendance at pre-approved conferences, seminars and workshops may be submitted to the Superintendent or designee for review as a separate expense reimbursement request. Approval of such expenses is at the discretion of the Superintendent or designee.

**VI. DISTRIBUTION:**

Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VII. REVIEWED:**

06/20, 06/18; 05/16; 05/15; 05/14; 05/12; 05/10; 06/08; 05/06, 5/04, 3/02, 11/99, 4/95