



## Ohio Administrative Code

### Rule 123:6-1-03 Mileage reimbursement payments.

Effective: February 29, 2016

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(A) A state agency shall not provide mileage reimbursement to an agency employee using the employee's own vehicle, for any mileage the employee incurs that exceeds the amount of miles in which the use of state motor vehicle is more cost effective than the reimbursement of mileage for the employee's use of the employee's own vehicle, unless all of the following are met:

(1) The state agency has exhausted all reasonable transportation alternatives and the excess mileage incurred by the agency employee is unavoidable;

(2) The state agency provides all necessary information to the director of the department of administrative services detailing the circumstances in which the employee's excess mileage was unavoidable;

(3) The director approves the mileage reimbursement request based on the above-referenced unavoidable circumstances; and

(4) The state agency has provided the department of administrative services with the agency's completed annual fleet plan, in a time frame and format prescribed by the director.

(B) If the department of administrative services determines that a state agency authorizes mileage reimbursement to an agency employee in violation of this rule, the department may revoke the authority delegated to the agency pursuant to division (G) of section 125.832 of the Revised Code. In addition, the department shall report the violation to the office of the governor.

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