



Ohio Administrative Code Rule 5505-9-02 Travel expense and reimbursement.

Effective: February 1, 2013

(A) Retirement trustees who incur expenses as the result of any necessary travel and attendance for any approved training or meeting shall be reimbursed for any actual and necessary expenses.

(1) Expenses as a result of out of state travel are not eligible for reimbursement unless the travel received prior approval by a majority of trustees at a board meeting.

(2) If attendance for any out of state training or meeting is deemed to be an emergency, the chair of the board may authorize reimbursement of any expenses incurred. Emergency attendance is considered to be any necessary out of state travel which was not known or identified prior to the most recent board meeting.

(3) The chair of the board of trustees shall approve travel expenses incurred as the result of attendance at any approved training or meeting within the state of Ohio.

(4) Reimbursement of expenses incurred attending scheduled meetings within the state of Ohio are authorized following review by the executive director, provided the meeting(s) were scheduled and received prior approval by the chair.

(B) Administrative staff personnel who incur expenses as the result of any necessary travel and attendance for any approved training or meeting shall be reimbursed for any actual and necessary expenses.

(1) Expenses as a result of out of state travel are not eligible for reimbursement unless the travel received prior approval by the executive director.

(2) The executive director shall approve travel expenses incurred as the result of attendance at any approved training or meeting within the state of Ohio.



(C) Trustees and administrative staff personnel shall not accept payment or reimbursement of travel expenses, including lodging, food and beverages, from any source other than the system's expense fund.

(D) All claims for reimbursement of expenses shall be submitted in a timely manner and on a prescribed form, and shall be actual, necessary and within the bounds of prudent judgment.

(E) Reimbursable expenses include the following:

(1) Lodging at the single occupancy rate.

(2) Meals within the bounds of prudent judgment.

(3) Tips as customary and reasonable.

(4) Telephone calls as necessary for regular employment and necessary calls to family when attendance requires an overnight stay.

(5) Transportation within the following parameters;

(a) Air fare at the lowest rate with regard to attendee schedule and employment responsibilities.

(b) Personal vehicle mileage at the established rate, provided the total reimbursement does not exceed the allowable air fare when air transportation is applicable.

(c) Car rental is considered to be a reimbursable expense when necessary and reasonable for business use. Any personal use shall be pro-rated accordingly.

(d) Parking fees necessary for a rental or personal vehicle.

(e) Necessary public transportation.

(F) Receipts are required for all expenses except tips, parking, and local transportation.