

June 3, 2015

Bethany Rhodes, Director
Ohio Retirement Study Council
88 East Broad Street, Suite 1175
Columbus, Ohio 43215

Dear Ms. Rhodes,

Enclosed are two copies of the *STRS Ohio Travel and Expense Policy for Associates* (“Policy”) and the newly created *STRS Ohio Travel and Expense Procedures for Associates* (“Procedures”). Also, attached is a list of the changes to the Policy.

In order to permit more efficient administration of the travel process, ministerial information which is subject to frequent changes – like travel arranger phone numbers, roadside assistance information, reimbursement forms and lists of reimbursable or non-reimbursable expenses – have been removed from the Policy and moved to the Procedures. Most other changes to the Policy were made to remove internal inconsistencies in the document or make it more readable.

Please contact me if you have any questions.

Very truly yours,

William Neville
General Counsel
614-227-4093

Proposed Modifications to STRS Ohio Travel and Expense Policy for Associates

Page 1. Minor housekeeping changes only. Page 1 of the new Policy is mostly unchanged.

Page 2. *Travel Contacts at STRS Ohio* is placed into page 1 of Procedures. For example, if/when the STRS Ohio travel coordinator name or department changes, such a change would require only a procedural change rather than a policy change. *Obtaining Travel Authorization* on page 2 remains a policy item, and is mostly unchanged.

Page 3. *Travel Arrangements* is placed into page 1 of Procedures, and is mostly unchanged. *Domestic Air Travel* remains a policy item, but is moved to page 2, and is mostly unchanged.

Page 4. *Domestic Air Travel*, continued, remains a policy item, but is now on page 3 of the new Policy, and some information is clarified or changed to remove internal consistencies or make it more readable.

Page 5. *Domestic Air Travel*, continued, remains a policy item, but is now on page 3 of the new Policy, and some information is clarified or changed to remove internal consistencies or make it more readable. *Airport Parking* remains a policy item but is clarified to be the maximum airport parking reimbursement for the daily rate charged at the Port Columbus Blue Long-Term Shuttle Covered Lot.

Page 5. *International Air Travel* remains a policy item, but is moved to page 3, and is mostly unchanged.

Pages 5 and 6. *Lodging* remains a policy item, but is moved to page 4, and some information is clarified or changed to remove internal consistencies or make it more readable.

Pages 6, 7 and 8. *Rental Car* remains a policy item, but is moved to page 5, and some information is clarified or changed to remove internal consistencies or make it more readable.

Pages 8 and 9. *Other Transportation* remains a policy item, but is moved to pages 5 and 6, and some information is clarified or changed to remove internal consistencies or make it more readable.

Page 9. *Personal/Vacation Travel* remains a policy item, but is moved to page 6, and is mostly unchanged.

Page 9. *Phone Usage* is deemed more procedural in nature, since most associates who travel have their own personal cellular phones. Accordingly, *Phone Usage* is placed into page 1 of Procedures, and some information is clarified or changed to remove internal consistencies or make it more readable.

Page 10. *Travel Insurance* remains a policy item, but is moved to page 6, and some information is clarified or changed to remove internal consistencies or make it more readable.

Page 10. *Meals* remains a policy item, but is moved to pages 6 and 7, and is mostly unchanged. Note reimbursement limits on meals are now exclusive of tax and tip.

Page 11. *Expense Reporting* remains a policy item, but is moved to page 7 and 8, and is mostly unchanged.

Pages 12-16. *Other Reimbursable Business Expenses, Other Non-reimbursable Expenses, STRS Ohio Travel Assistance Program, STRS Ohio Vehicle Roadside Assistance Program, Authorization for Travel form, and Staff Business/Travel Expense Report and Instructions* – as these items include specific lists, instructions and telephone numbers, they are deemed more procedural in nature and thus, are placed into pages 3-6 of Procedures.