



Policy Number: 7.3

Title:	Travel Policy
Effective Date:	05/01/2012
Policy Authority:	OHPRS Board of Trustees

PURPOSE:

To ensure that travel by employees and members of the Board of the Highway Patrol Retirement System (HPRS) is reasonable and necessary and conducted in the most cost-effective manner possible.

SCOPE:

This policy applies to all HPRS employees and Board members.

OVERVIEW:

At times, it is necessary for employees and Board members to travel to other locations to conduct HPRS business or attend training. The Executive Director and the Board are charged with the responsibility to ensure that the travel is justified.

DEFINITIONS:

None.

POLICY:

It is the policy of the Ohio Highway Patrol Retirement System to ensure that all business-related travel is reasonable and necessary and complies with all applicable statutes, rules, and regulations. In all cases, travel expenses should be cost-effective and reflect the prudent expenditure of HPRS funds.

PROCEDURE:

- **Local travel:** Occasionally, it may be necessary for Board members and HPRS staff to use their personal vehicles to attend local job-related meetings or training that does not require an overnight stay. Reasonable and necessary travel expenses such as mileage and parking will be reimbursed according to the Reimbursement of Expenses Policy – 7.4.

- **Overnight in-state travel:** Prospective travelers should inform the Executive Director or Board Chair as soon as possible if an overnight stay may be necessary. The Board Chair will determine if in-state travel warrants an overnight stay for Board members, while the Executive Director will make the determination for HPRS staff. If it is determined that an overnight stay is warranted, the employee will be reimbursed for the cost of the lodging in addition to customary travel expenses (mileage, meals, etc.). (See Reimbursement of Expenses Policy – 7.4)
- **Out-of-State travel:** All out-of-state travel by trustees must receive prior approval from a majority of the Board of Trustees. Out-of-state travel by HPRS staff must receive prior approval from the Executive Director. Airfare should be purchased at the lowest rate considering the traveler’s schedule and employment responsibilities. (See Reimbursement of Expenses Policy – 7.4; Ohio Administrative Code 5505-9-02.)
- Prior to approval of any out-of-state travel, a travel expense estimate will be completed and submitted to the Executive Director or CFO. The Executive Director or CFO shall review all travel expense estimates to ensure compliance with the Reimbursement of Expenses Policy – 7.4.
- Board members are permitted to attend up to three out-of-state meetings, conferences, or seminars per calendar year, as long as said meetings do not have a total cost to HPRS in excess of \$6,000.
- No more than three Board members should attend any one out-of-state meeting, conference, or seminar.
- An HPRS credit card is available for use by the traveler by contacting HPRS Administration.
- Any costs incurred by any person or persons traveling with a Board or staff member are to be paid by the respective Board or staff member.

LEGISLATION: ORC 5505.07; OAC 5505-9-02

REVISIONS: 06/27/2013
05/01/2012



Policy Number: 7.4

Title:	Reimbursement of Expenses
Effective Date:	05/01/2012
Policy Authority:	OHPRS Board of Trustees

PURPOSE:

To ensure that employees and members of the Board of the Highway Patrol Retirement System (HPRS) are reimbursed for any actual and necessary expenses incurred as the result of any necessary travel and attendance for any approved training or meeting.

SCOPE:

This policy applies to all HPRS employees and Board members.

OVERVIEW:

The use of personal funds for business expenses should occur only in those situations when routine purchasing practices are impractical or impossible. When it is necessary for employees and Board members to expend personal funds for HPRS-related expenses, these expenses should be reimbursed promptly with sufficient documentation.

DEFINITIONS:

None.

POLICY:

It is the policy of the Ohio Highway Patrol Retirement System to ensure that employees and Board members are not held personally responsible for expenses incurred on behalf of HPRS. Pursuant to OAC 5505-9-02, 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.

PROCEDURE:

- Requests for reimbursement of expenses must be submitted to HPRS Administration on a prescribed form. The form can be found on the HPRS website (www.ohprs.org) under the "Members" tab. Double-click on "Forms". The reimbursement form is listed under "Other".
- Expenses as a result out of state travel are not eligible for reimbursement unless the travel received prior approval by a majority of trustees at a board meeting.
- All requests will be reviewed by the HPRS Chief Financial Officer (CFO) or designee for accuracy and appropriateness prior to submission to the Board Chair or the Executive Director.
- The Board Chair will review and approve all reimbursement requests submitted by Board members and the HPRS Executive Director. Requests submitted by HPRS staff members will be reviewed and approved by the Executive Director.
- Receipts or other proof of purchase must accompany all requests for reimbursement.

Reimbursable Expenses may include:

- Actual cost of lodging at the single occupancy rate
- Meals at actual cost, providing such costs is reasonable and necessary (does NOT include alcoholic beverages)
- Tips as customary and reasonable
- Telephone calls as necessary for conducting business related to HPRS
- Airfare at the lowest rate with regard to a traveler's schedule and employment responsibilities, including any necessary fees and taxes
- Personal vehicle mileage at the prevailing rate established annually by the IRS for business travel
- Car rental when necessary and reasonable for business use
- Parking fees as necessary
- Public transportation as necessary

LEGISLATION: ORC 5505.05; ORC 5505.07; OAC 5505-9-02

REVISIONS: 06/27/2013
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