



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Travel Authorization
APPLICABILITY:	All staff
CONTACT PERSON & DIVISION:	Jim Adams, Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	03/02/2016
LATEST EFFECTIVE DATE:	11/02/2016
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	03/28/2016
REFERENCE NUMBER:	800-012-P

A. PURPOSE

The purpose of this policy is to describe the policy and procedure for employee travel authorization.

B. POLICY

All Canton City Health District (CCHD) employees shall obtain travel authorization prior to any travel that occurs outside of assigned program services areas or outside of Stark County.

C. BACKGROUND

1. WHEN DO YOU NEED TRAVEL AUTHORIZATION?

When a CCHD employee:

- a) Works outside of Stark County; or
- b) Works outside of an assigned program service area (i.e. PREP, DIS, APC, etc.).

When travel authorization is required, the employee shall use the appropriate form to request travel (either 800-012-01-F_Travel Authorization (WITH expenses) or 800-012-02-F_Travel Authorization (NO expenses)).

2. WHEN DON'T YOU NEED TRAVEL AUTHORIZATION?

When a CCHD employee:

- a) Works within Stark County; or
- b) Works within assigned program service areas (i.e. PREP, DIS, APC, etc.); or
- c) Travels as part of a declared public health emergency.

3. WHEN IS OVERNIGHT TRAVEL AUTHORIZED?

The need for overnight travel will be determined on a case by case basis by the Health Commissioner. Overnight travel may only be authorized when the employee is traveling on official department business and is at a location greater than forty-five miles of both the employee's residence and the Health District office. Overnight travel to and from Columbus on a single day is generally not authorized except if such travel requires the employee to leave at an unreasonably early time or arrive home at an unreasonably late time.

D. GLOSSARY OF TERMS

Conference: A prearranged gathering with a formal agenda, for consultation or exchange of information or discussion that benefits the CCHD, such as seminars, meetings and other professional events.

Detailed Itemized Receipt: The original document provided by a service provider or merchant that indicates the merchant's name, date of purchase, transaction amount and line item detail identifying the service or goods provided.



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Meal Expenses: Meals that take place at a certain time and includes specific, prepared food or the food eaten on the occasion.

Per Diem Rates: The allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the U.S (www.gsa.gov).

Reimbursable travel expenses: Expenses which are actually incurred as a necessary part of approved travel.

Supporting Documentation: Documents that validate expense claims to include, but not limited to the following:

- a) Conference material provided by the conference organizer.
- b) Formal meeting agenda provided by the meeting organizer.

Travel Authorization (NO expenses) Form: The employee must use this form when requesting travel authorization when no expenses are incurred.

Travel Authorization (WITH expenses) Form: The employee must use this form when requesting travel authorization when expenses are incurred.

E. PROCEDURES

All travel for official business of the CCHD shall be approved by the Health Commissioner prior to the trip. Approval for routine travel related to programs and services provided by the CCHD may be approved on a per trip basis or on a program basis and if any such travel requires expense reimbursement, the travel shall be approved by the Board of Health prior to the travel except whenever an emergency necessitates travel for official CCHD business. The Board of Health may approve a resolution that pre-approves certain program related travel expenses, as long as they are not overnight travel expenses.

The CCHD follows the maximum allowable reimbursement for travel in accordance with the current State of Ohio Office of Budget and Management (OBM) Travel Rule. Per Diem is designed to offset the additional cost of travel, not to entirely pay for the employee's meal and incidental expenses. The Travel Rule can be found at the following website: <http://obm.ohio.gov/TravelRule/>.

Pursuant to the Ohio Revised Code 126.503, agencies shall control travel expenses by conducting meetings and attending trainings, whenever possible using conference calls, teleconferences, webinars or other technology tools.

1. TRAVEL AUTHORIZATION (WITH EXPENSES)

- a) All CCHD employees are required to complete the Travel Authorization (WITH expenses) form (800-012-01-F) when requesting travel where expenses are incurred.
- b) It is up to the Division Supervisor to ensure the forms are completed one week before the Board of Health meeting each month (if not previously Board approved).
- c) Complete all fields shaded in green on the form.
 - i) If the employee requests to take the city vehicle home the night before or after traveling to the meeting/conference, this shall be clarified in the notes field. No meals will be reimbursed during this time. If the employee does not include this information on the form, they shall not be allowed to take the city vehicle home.
- d) The CCHD will reimburse the employee for the following expenses associated with travel:
 - i) Meal expenses



- (1) Will only be reimbursed if overnight travel is required.
 - (2) The employee will be reimbursed, per day, up to the maximum meal rate.
 - (3) Will be reimbursed up to twenty percent (20%) of the meal for the tip. If the employee tips more than twenty percent (20%), the employee will only be reimbursed for twenty percent (20%). If the employee tips twenty percent (20%) or less, the employee will only be reimbursed for the actual tip amount.
 - (4) Taxes are considered to be a part of the daily allowance total and will be paid on meals as long as it does not exceed the maximum allowable rate.
 - (5) If the meeting/conference provides a meal, the reimbursement is prorated at fifty percent (50%) of the standard meal expense rate. This shall be in addition to any pro-rate applied due to a partial day travel status as described in section E.1.d.i.7. No adjustment to this prorate shall be provided, no matter the quantity or quality of the meals provided, as a requirement of the OMB Travel Rule.
 - (6) The amount of per diem shall be adjusted on departure and return days based upon the time of departure and return. The standard meal expenses allowance is based on a full day of official travel (twenty-four hours) within the continental U.S.
 - (7) Where overnight lodging is required and where an employee is on travel status for less than a full day, the meal expense rate for the departure and return days shall be pro-rated as follows:
 - (A) Twenty-five (25%) of the standard meal expense allowance if the employee is on travel status for less than six hours.
 - (B) Fifty percent (50%) of the standard meal expense allowance if the employee is on travel status for six hours but less than twelve hours.
 - (C) Seventy-five percent (75%) of the standard meal expense allowance if the employee is on travel status for twelve hours but less than eighteen hours.
 - (D) One hundred percent (100%) of the standard meal expense allowance if the employee is on travel status for eighteen hours but less than twenty-four hours.
 - (E) Notwithstanding the restrictions provided in section E.1.d.i of this policy, where the employee travels out of state by air travel and schedules a return flight for the same day, meals per diem is authorized, however the meal expenses shall be pro-rated as provided in section E.1.d.i.7.A to E.1.d.i.7.D of this rule.
 - (8) Daily meal allowances are based on a full twenty-four hour day and must be used within that timeframe. If you do not use your entire daily allowance in one day, you lose it.
- ii) Incidental expenses
- (1) Will only be reimbursed if overnight travel is required.
 - (2) The employee will be reimbursed, per day, up to the maximum incidental rate (given these expenses were incurred).
 - (3) No receipt is required to be reimbursed for incidentals.
 - (4) The incidentals paid to an employee include:
 - (A) All gratuities given to porters, baggage carriers, bellhops, hotel maids, flight attendants, ship attendants, taxi drivers and all other services related to the hospitality industry.
 - (B) Any transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary lodging or business site.
- iii) Lodging
- (1) Expenses occurred on travel status is authorized per calendar day for lodging in commercial establishments at actual costs up to the maximum allowable lodging rate for that location, plus



- applicable taxes on the entire room (per the General Service Administration (GSA), www.gsa.gov).
- (2) If the employee is lodging at the event meeting/conference or lodging at a hotel identified in the event registration materials as one of the meeting/conference hotels, this may be reimbursed at actual costs provided such costs is reasonable as determined by the Health Commissioner, even if those costs are higher than E.1.d.iii.1. allows. The employee will mark on the 800-012-01-F_Travel Authorization (WITH expenses) form as such.
 - (3) Lodging taxes are not included in the per diem rate and will be paid. <http://www.gsa.gov/portal/content/104208>
 - (4) Daily lodging allowances are based on a full twenty-four hour day and must be used within that timeframe. If you do not use your entire daily allowance in one day, you lose it.
 - (5) Other expenses related to lodging will be approved at the discretion of the Health Commissioner. These expenses shall be listed in the Daily Lodging Summary section of the form in the other field with an explanation in the field next to it.
- iv) Registration
- (1) The registration fees and conference expenses may be reimbursable to the employee if the employee paid the fees. The employee must attach supporting documentation, as required by the Fiscal Officer, to the travel authorization form.
 - (2) If the CCHD paid the fees directly, the fees are not reimbursable to the employee. It is preferable for the CCHD to pay the fees directly if the meeting/conference allows payment of registration fees with a purchase order.
- v) Transportation costs include:
- (1) Airfare
 - (A) Travel by airplane is authorized at the lowest available rate. When any segment of travel by airplane exceeds eight hours, the Health Commissioner may authorize business class travel for the employee. Since airfare is rare, costs should be discussed with the Health Commissioner and/or the division supervisor to determine the most efficient method of travel for both the employee and the CCHD (considering flight times, flight duration and airport used).
 - (B) Employees will be reimbursed for the standard baggage rates for one bag checked in. Any costs over the standard baggage rates or for more than one bag will not be reimbursed.
 - (C) Employees will not be reimbursed for any incidental costs while on the airplane (i.e. in-flight Wi-Fi, tablet rentals, ear buds, etc.).
 - (D) A description of the airfare expense (i.e. airline, airports, round trip, baggage fees, etc.) shall be included in the comments field next to the Airfare field on the form.
 - (2) Ground transportation
 - (A) An employee traveling out of state by air is authorized to use commercial ground transportation that is directly related to the authorized travel at the lowest available rate. This is a list of acceptable reimbursed ground transportation:
 - Taxi cabs fare
 - Automobile rental fees
 - a. Reimbursement is authorized for automobile rental if automobile rental is more economical than any other mode of transportation or if the CCHD's destination is not easily accessible by any other mode of transportation.
 - b. The CCHD employee must purchase liability insurance and loss damage waiver for accidents arising out of the operation or use of the automobile and include that cost

in determining whether the automobile rental is the most economical mode of transportation.

- Ferries
- Subways
- Bus
- Trains
- Ride share (i.e. Uber, Lyft, etc.)

(B) Gratuities are reimbursed, per day, up to the maximum incidental rate. See section E.1.d.ii.3.A of this policy.

(C) A description of the ground transportation expense (i.e. \$10.00 round trip to and from the airport, \$5.00 train to and from the meeting, etc.) shall be included in the comments field next to the Ground Transportation field on the form.

(3) Mileage

(A) The employee is required to use a city owned vehicle when traveling. If this is not possible, the Health Commissioner may authorize an employee to use a privately owned vehicle. This authorization must be received prior to submitting the Travel Authorization form. Such travel can only be authorized if the owner of the vehicle is insured under a policy of liability insurance complying with the requirements of the Ohio Revised Code 4509.51. The employee may be asked to submit a written statement that the employee meets these insurance requirements.

- If traveling in a city owned vehicle, the names of all non employees authorized to travel in the same city owned vehicle and names of their respective agencies shall be listed on the Travel Authorization form. If the names of the non CCHD employees were not included on the form, they shall not be allowed to travel in the city owned vehicle.
- The employee will not be reimbursed for gasoline for the city owned vehicle. The city has designated gas cards for each vehicle and designated gas stations. The employee must use both.
- Employees who decide it is more convenient for them to travel in their private vehicle for personal reasons and not business reasons will not be authorized for mileage reimbursement.

(B) If travel by a private vehicle is authorized, the CCHD will pay mileage at the current OBM mileage reimbursement rate. The Fiscal Officer will e-mail all CCHD employees when the rate has changed.

(C) An employee will not be reimbursed for mileage commuting to or from the employee's residence to their headquarters (normal work location).

(D) The normal commuting mileage from an employee's home to their headquarters (normal work location) shall be deducted from the total mileage claimed for reimbursement. Documentation of the mileage must be documented on the Employee Travel Request form and supported by Google Maps (or other map service) as an attachment to the form.

Example: The employee drives from their home to a meeting. The distance from the employee's home to the office is 5 miles. The normal commute distance would be 10 miles. There will be a 10 mile deduction from the mileage report to account for the employee's normal commute.

(E) If the commuting distance from the employee's home to the headquarters is greater than the distance from the employee's home to the travel destination, no mileage reimbursement will be made to the employee.

Example: An employee lives 30 miles from their headquarters. The normal commute for the employee is 60 miles. The employee travels to a meeting that is 20 miles from their home, for a total of 40 miles. There would be no reimbursement to the employee.

- (F) A description of the mileage expense (i.e. 40 miles one way to meeting from home, etc.) shall be included in the comments field next to the Mileage field on the form.
- (4) Parking
- (A) The CCHD will reimburse for parking charges incurred as a necessary part of approved travel.
- (B) A description of the parking expense (i.e. \$10.00 per day parking at hotel for three days, etc.) shall be included in the comments field next to the parking field on the form.
- (5) Tolls
- (A) The CCHD will reimburse for road tolls incurred as a necessary part of approved travel.
- (B) A description of the tolls expense (i.e. \$5.00 traveling Ohio Turnpike from Youngstown to Toledo, etc.) shall be included in the comments field next to the Tolls field on the form.
- (6) Miscellaneous business expenses
- (A) The following expenses may be reimbursable under the OBM travel rule, but these types of expenses are not considered necessary for CCHD travel and therefore will not be reimbursed.
- Telephone, facsimile, internet and other similar charges
 - Laundry, dry cleaning, personal telephone calls and postage
- (7) Other expenses
- (A) For any expenses not listed above, those shall be itemized in the Other section of the form and will be approved at the discretion of the Health Commissioner.
- (B) The green field shall contain the expense and the white field shall contain the description of the expense
- e) Non-reimbursable travel expenses include, but are not limited to, the following:
- i) Alcoholic beverages purchased by the employee.
 - ii) Entertainment expenses paid by the employee.
 - iii) Incidental expenses, which include personal expenses incurred during travel that are primarily for the benefit of the employee and not directly related to the official purpose of the travel. Examples included, but are not limited to, the purchase of personal hygiene items, magazines or books, movie rentals, gum and other miscellaneous items.
 - iv) Political expenses paid by the employee.
 - v) Travel insurance expenses paid by the employee; for the purposes of this paragraph, the use of the term "travel insurance expense" does not mean liability coverage and loss damage waiver expenses incurred in renting an automobile.
 - vi) The cost of traffic fines and parking tickets.
- f) The form shall be printed in portrait mode and in black and white. An agenda or program shall be included as an attachment. Any mileage reimbursement maps (if applicable) and/or registration costs documentation (if applicable) shall also be included as an attachment. No other documentation needs to be attached (i.e. quotes, hotel rates, etc.). Expense quotes may be requested by the division supervisor in order for them to approve the travel authorization, but are not required to be submitted as part of the form.
- g) The form must be signed and dated by the employee and the employee's supervisor (if applicable). The signed form will then be submitted to Administration.



- h) The Fiscal Officer will check the form to make sure that all the calculations are correct and allowable expenses. The Fiscal Officer will complete the fund information and sign and date the form.
 - i) The Fiscal Officer will determine whether or not the travel request needs to go on a Board of Health meeting agenda for approval based on the type of expenditures being requested.
 - j) A signed copy of the employee's travel authorization form will be e-mailed to the employee at least 24 hours prior to travel, given that the original request was submitted timely.
 - k) The employee shall keep this form (either in paper or on an electronic viewing device) in the vehicle in which they are traveling for proof of being on official travel status in case of an emergency and also for City liability concerns.
2. EMPLOYEE TRAVEL REQUEST (NO EXPENSES)
- a) All CCHD employees are required to complete the Employee Travel Request (no expenses) form (800-012-02-F) when requesting travel where no expenses are incurred.
 - b) The form shall be completed no later than two weeks prior to travel, if able, or as soon as travel is known.
 - c) Complete all fields shaded in green.
 - i) If the employee requests to take the city vehicle home the night before or after traveling to the meeting/conference, this shall be clarified in the notes field. No meals will be reimbursed during this time. If the employee does not include this information on the form, they shall not be allowed to take the city vehicle home.
 - d) The form shall be printed in portrait mode and in black and white.
 - e) The form must be signed and dated by the employee and the employee's supervisor (if applicable). The signed form will then be submitted to Administration. The Health Commissioner approves the request by signing and dating the form.
 - f) A signed copy of the employee's travel authorization form will be e-mailed to the employee no later than 24 hours prior to travel, given that the original request was submitted timely.
 - g) The employee shall keep this form (either in paper or on an electronic viewing device) in the vehicle in which they are traveling for proof of being on official travel status in case of an emergency and also for City liability concerns.
3. NON-EMPLOYEE PASSENGERS
- a) Any non-employee passenger that is for personal or convenience purposes for a personal agenda will not be approved.
 - b) A special authorization may be allowed by the approval of the Health Commissioner.
4. RECEIPTS
- a) In order to be eligible for reimbursement the employees must comply with the following:
 - i) Employees are required to have detailed original or legible electronic copy of receipts for reimbursable expenses in order to be reimbursed, with the exception of incidentals explained in section E.1.d.ii. of this policy. If an employee does not have a receipt, the employee cannot be reimbursed.
 - ii) If paying with a credit card, the employee will need both the detailed receipt and the credit card receipt.
 - iii) If the employee is dining with other people, the receipt can only reflect what that employee ordered. No other person's meals can be on an employee's meal receipt.
 - iv) If the employee is having an alcoholic beverage, this cannot be on the employees receipt. This should be billed on a separate receipt.
 - v) The employee can only include, on meal receipts, line items ~~what~~ the employee is requesting to be reimbursed. No other items can be on a meal receipt.



5. INTERNATIONAL TRAVEL

- a) International travel means travel outside of the Continental United States, including Hawaii and Alaska.
- b) For international travel, follow the OBM travel rules.

6. COMPENSATORY TIME/OVERTIME PAY EARNING DURING TRAVEL

- a) Health Code 207.10(g), as revised in Resolution 2014-01, allows for employees to be compensated for the travel time necessary for the employee to travel from their headquarters (normal work location) to the travel destination and return to their headquarters. If the travel time results in the employee working more than their assigned work shift, then the employee shall be compensated with compensatory time or overtime pay.
- b) For the sake of determining actual hours worked during travel, hours worked include time spent attending the meeting/conference, time spent in transporting to/from headquarters from/to the travel destination/hotel and time spent in transporting to/from hotel from/to the meeting/conference destination. Hours worked do not include meal time or transportation to/from meal destinations. Employee supervisors will use meeting/conference materials, such as agendas, to confirm attendance time.

F. CITATIONS & REFERENCES

- General Service Administration (www.gsa.gov)
- Office of Budget and Management (<http://obm.ohio.gov/>)
- Ohio Administrative Code (<http://codes.ohio.gov/oac/>)
- Ohio Revised Code (<http://codes.ohio.gov/orc/>)
- Canton City Health Code

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

- 1. Christi Allen, Executive Assistant
- 2. Leigh Page, Fiscal Officer
- 3. Jim Adams, Health Commissioner

H. APPENDICIES & ATTACHMENTS

n/a

I. REFERENCE FORMS

800-012-01-F_Travel Authorization (WITH expenses)

800-012-02-F_Travel Authorization (NO expenses)

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
11/02/2016	11/02/2016	Christi Allen	<ul style="list-style-type: none"> • Additional wording to Section E.1.d.iii.2 • Changes to E.4. • Slight change to 800-012-01-F_Travel Authorization (WITH expenses)



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K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.