



OHIO TRANSIT RISK POOL Board Travel Policy

Originally Adopted by the OTRP Board: **March 27, 2007**
Amended by the OTRP Board: **November 16, 2010**

Last Reviewed by the OTRP Board: ***November 16, 2010***

It shall be the policy of the Ohio Transit Risk Pool (OTRP) to reimburse OTRP officials, and other authorized representatives for reasonable lodging expenses, meal expenses, transportation expenses and other expenses incurred in conducting official OTRP business. In general, OTRP representatives are expected to be as prudent in handling OTRP's funds as they are in handling their own.

Reimbursement shall be made on an "actual expense" basis. Receipts shall document each reimbursement request. There shall be no "double billing" or "pyramid billing" of OTRP. If OTRP incurs expenses serving the interests of entities other than OTRP, then these expenses are not reimbursable.

It shall be the responsibility of the person representing OTRP to maintain adequate records to allow for the itemization of expenses. Overnight stays shall require prior authorization from the OTRP CEO.

OTRP representatives who must use their personal vehicle in conducting OTRP business shall be reimbursed at the per mile rate allowed by the IRS for Federal Income Tax purposes. Reimbursement for transportation expenses shall not exceed the cost of "coach" airfare. Reimbursement for parking fees, tolls, and other comparable transportation expenses are permitted provided a proper receipt accompanies the request.

Under no circumstances shall OTRP representatives be reimbursed for the purchase of personal items, entertainment, gifts, alcoholic beverages, nor expenses incurred by a spouse or child. Costs for traffic fines or parking violations are also not reimbursable.