

**Memo 4.17****Travel****Travel Time**

In general, Bureau of Workers' Compensation (BWC) employees are entitled to paid travel time when traveling for a work related purpose.

If an employee arrives to or departs from a work location other than the normal assigned report-in location, the employee shall subtract the time of the normal work commute and subtract the normal work commute miles when determining appropriate paid travel time and mileage reimbursement. For specific questions or concerns, please refer to the appropriate collective bargaining agreement or contact the BWC Labor Relations Office.

**Automobile Usage**

In general, BWC employees shall utilize an assigned state car or obtain a vehicle from the BWC Motor Fleet Pool when traveling for official business purposes. If a BWC vehicle has been requested and is not available for use on the requested date/time, an employee is permitted to use his/her own personal vehicle and request mileage reimbursement. The mileage reimbursement rate is governed by the Ohio Office of Budget & Management (OBM) rules and/or the respective collective bargaining agreement.

An employee who receives a citation or is involved in an accident while operating a state vehicle or his/her own personal vehicle when traveling for business purposes, shall report the incident to his/her immediate supervisor within twenty-four (24) hours of returning to work. The employee shall also notify the BWC Motor Fleet Coordinator.

BWC employees who utilize a state or personal vehicle when traveling for official business purposes must possess a valid State of Ohio driver's license. Operating a vehicle for official BWC business purposes without the aforementioned license shall lead to discipline.

Please see Handbook Memo 4.18 for more information pertaining to the use of state vehicles.

**Lodging**

BWC employees required to stay overnight shall receive the appropriate lodging rate reimbursement identified by OBM rules and/or the respective collective bargaining agreement.

## **Expense Reports-Reimbursement**

An employee shall complete the "Travel Expense Report" (OBM 7148) for immediate supervisor approval. Employees shall attach required receipts to the expense report and submit the expense report within sixty (60) days of the last date of travel. Documented, mitigating circumstances can extend the aforementioned timeframe by an additional thirty (30) days. Failure to submit an expense report within ninety (90) days of the last date of travel shall result in the forfeiture of any reimbursement. Please factor enough time for supervisory review and processing when submitting expense reports to comply with the appropriate time frames.

## **Meals**

Meals are reimbursed for in-state travel only when overnight lodging is required. Reimbursement for meals for overnight travelers is authorized at the actual cost of the meal up to the maximum rates identified by OBM rules and/or the respective collective bargaining agreements.

### References:

OCSEA/AFSCME	Article 32
1199	Article 21
OEA	Article 39
All Employees	Office of Budget and Management Regulations

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## TRAVEL POLICY

### Travel

In general, Bureau of Workers' Compensation (BWC) employees are entitled to paid travel time when traveling for a work related purpose.

If an employee arrives/departs to/from a work location other than the normal assigned report-in location, the employee shall subtract the normal work commute time and the normal work commute miles when determining appropriate paid travel time/mileage reimbursement (1199 non-field staff shall only subtract normal commute mileage). For specific questions or concerns, please refer to the appropriate collective bargaining agreement or contact the BWC Labor Relations Office.

### Automobile Usage

In general, BWC employees shall utilize an assigned state car or obtain a vehicle from the BWC Motor Fleet Pool when traveling for official business purposes. If a BWC vehicle has been requested and is not available for use on the requested date/time, an employee is permitted to use his/her own personal vehicle and request mileage reimbursement. The mileage reimbursement rate is governed by the Ohio Office of Budget & Management (OBM) rules and/or the respective collective bargaining agreement.

An employee who receives a citation or is involved in an accident while operating a state vehicle or his/her own personal vehicle when traveling for business purposes, shall report the incident to his/her immediate supervisor within twenty-four (24) hours of returning to work. The employee shall also notify the BWC Motor Fleet Coordinator.

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### Lodging

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# Exhibit 1

Page 4 of 4

Memo 4.17

## **Expense Reports-Reimbursement**

Employees who travel are required to submit their requests for reimbursement within sixty (60) days of the last date of travel. This timeframe may be extended if mitigating circumstances exist, but in no case may exceed ninety (90) days. Please factor enough time for supervisory review and processing when submitting expense reports to comply with the appropriate time frames.

## **Meals**

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### References:

OCSEA/AFSCME	Article 32
1199	Article 21
OEA	Article 39
All Employees	OBM Regulations <a href="http://obm.ohio.gov/MiscPages/TravelRule/">http://obm.ohio.gov/MiscPages/TravelRule/</a>