



Department of
Development

Exhibit 1

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Ted Strickland, Governor
Lee Fisher, Lt. Governor
Director, Ohio Department of Development

August 11, 2008

Jennifer Peyser
Senior Mediator
RESOLVE
1255 23rd St., NW, Suite 875
Washington, DC 20037

Dear Jenn

Please find enclosed a travel reimbursement request for my attendance at the Midwestern Wind Energy: Moving it to Markets conference in Dearborn, Michigan from July 30 to August 1. All expenses comply with the State of Ohio travel regulations. Please send a reimbursement check to my home address listed on the reimbursement form.

Hope everything is going well for you.

See you soon.

Tom

Tom Maves
Wind Industry Lead
Ohio Energy Office

Maves Travel
765.39

page 1



TED STRICKLAND
GOVERNOR
STATE OF OHIO

Executive Order 2007 – 09S

Imposing Limits on the Use of Public Funds for the Purchase of Food

- 1. Initial, Temporary Limits.** On March 6, 2007, after learning that approximately \$3.9 million had been spent by executive branch entities in Fiscal Year 2006 and part of Fiscal Year 2007 on food and related expenditures, I instructed the Office of Budget and Management to implement a temporary freeze on those expenditures in order to review and evaluate our spending policies in this regard. That review is now complete.
- 2. Our Duty As Stewards of Taxpayer Provided Funds.** It is the duty of all public servants to carefully weigh any expenditure of public dollars. Those of us who serve the public must continually remind ourselves that wasted dollars take needed resources away from improving education, attracting jobs and caring for the least among us. Put simply: we must live within our means and invest in what matters. This understanding is rooted in the belief that it is a privilege to be permitted to serve the public -- even when our service is in a volunteer capacity. As governor, I am deeply thankful for the care and concern that state employees and volunteers all over Ohio bring to these responsibilities.
- 3. Limiting the Need for Taxpayer Funded Food.** There are practical, common sense things public servants can do regarding meals: pack a lunch, buy our own meals, hold potlucks or find new ways to conduct business that don't involve food at all. The bottom line I'm asking all state employees and volunteers to adhere to is this: **public dollars should not, except in limited and defined circumstances, be spent on food-related expenses.**

4. **Defining the Limits on Public Fund Expenditures on Food.** With this spirit in mind, all executive branch agencies, boards and commissions are directed to utilize the following Object Codes, Definitions and Guidelines regarding the expenditure of public dollars on food:
- a. **Accounting Object Codes.** In the limited circumstances in which the expenditure of public funds for food is permissible, one of two accounting Object Codes should be utilized in official agency records. The first, Object Code 293.01, was previously in use but has been rewritten and covers the general expenditure of public funds for food at various kinds of meetings. In addition, a new Object Code 293.05 has been established for the expenditure of public funds for food paid for by registration fees or meeting participants. The specific expenses to be charged to these codes are as follows:
- i. *Object Code 293.01: Hosting Meetings, Seminars and Conferences – Food Payment and Supplies.*
- Charge to this subobject payments made for meals, food expenses (doughnuts, box lunches, coffee), and related supplies relative to hosting a meeting, seminar, or convention held for official state business when the subject matter is within the scope of official business of the sponsoring agency.
- ii. *Object Code 293.05: Hosting Meetings, Seminars and Conferences – Food Expenses Fully Covered by Participant Fees.*
- Charge to this subobject payments made for meals, food expenses and related supplies relative to hosting a meeting, seminar, or convention held for official state business when the subject matter is within the scope of official business of the sponsoring agency. Use this subobject when all such expenses are fully covered by participant fees.
- b. **Definitions.** When utilizing the above Object Codes, the following definitions shall be utilized:
- i. “Food Expenses” include all expenditures for food, as well as for refreshments such as juices, coffee or bottled water and for paper products or other supplies associated with the serving of food.
- ii. “Public dollars” include all dollars from local, state or federal taxes as well as moneys paid into agency rotary accounts.

- c. **Permitted Expenditures.** The above Object Codes and Definitions may only be used for expenditures of public dollars in the following circumstances (please note that if the restrictions in this Order in any way conflict with a current collective bargaining agreement, the terms of any such agreement will control):
- i. Food expenses for which the costs have been covered by a registration fee or a payment by the meeting participant. To ensure that the registration revenue is matched against food expenses, use Object Code 293-05 and Revenue Source Code 5983 in these circumstances.
 - ii. Food expenses for public safety first responders engaged in public safety related duties who are not already on travel status (and therefore receiving meals) or who are not part of a labor contract providing food when overtime is greater than 4 hours during the response to an emergency (and therefore receiving meals).
 - iii. Food expenses associated with seeking consumer or client input on departmental policies, when some or all of the consumers or clients are individuals on a fixed income, who could not otherwise afford to bring or pay for their own food. When this authority is used, a memo citing to this provision should be attached to the voucher. Overall, it would be better to schedule this work at a non-meal time if at all possible.
 - iv. Food expenses covered by federal grants or other federal funds, but only if there is specific authority from the providing entity to use the federal funds to cover food expenses.
 - v. Food expenses related to training of law enforcement, emergency personnel or National Guard employees, if there is no option for leaving the training site for meals. However, if a member of a bargaining unit is already receiving per diem reimbursement, then these expenditures are prohibited as to those employees.
- d. **Guidelines for Permitted Expenditures.** Even when making permitted expenditures for food expenses, the following guidelines should be followed:

- i. **Reasonable Costs:** The cost of meals to the agency, board or commission shall be no more than \$6 for breakfast, \$9 for lunch, and \$12 for dinner, per person.
 - ii. **The Best Deal:** Work to negotiate the best deal with the limited resources available. Take advantage of the state term schedule for pre-negotiated rates.
 - iii. **Accountability:** Ask the Chief Fiscal Officers or their equivalent to approve internal food expense procedures; submissions arriving at OBM for payment will be treated as having met the approval of the CFO.
 - iv. **Travel Rule:** Ensure that the Travel Rule is only used when overnight lodging is required and be sure that overnight lodging is required to complete the agency, board or commission business.
- e. **Prohibited Expenditures:** Although the only permissible food expenses are set out above, for purposes of reinforcement, expenditures of public funds for food in the following circumstances are specifically prohibited:
- i. Agency, board, commission, task force, advisory committee or other equivalent meetings. Please note that eating meals and snacks is not considered to be part of the conduct of agency, board or commission business and is therefore not considered an “actual and necessary expense” of conducting business.
 - ii. Working lunches (or other meals). Participants are expected to provide their own meals for working lunches since they would have provided their own meals but for the meeting.
 - iii. Staff retreats when the Travel Rule does not apply.
 - iv. Stakeholder input meetings when none of the stakeholders are on a fixed income and could not otherwise afford to bring or pay for their own food.
 - v. Employee recognition, volunteer recognition or thank-you events.
 - vi. Training sessions where the registration fee does not fully cover food expenses.

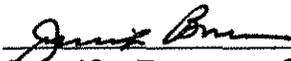
- vii. Expenditures or reimbursements for spouses, contractors, grantees or vendors.
 - viii. Expenditures or reimbursements for charitable or political functions.
 - ix. Gratuities in excess of the rates and practices established in the Travel Rule.
 - x. Payment or reimbursement for state employees to attend outside conference breakfasts, lunches or dinners where the conference registration fee does not include these expenses.
- f. **Alternative Ideas:** Supervisors and managers are encouraged to develop approaches to conducting state business which minimize the impact this Order will have on the conduct of state business. Accordingly, they should consider allowing, and when appropriate, facilitating:
- i. Brown bag meals, meals at which all meeting participants chip in together to cover costs, and potlucks.
 - ii. The scheduling of meetings at times other than meal times.
 - iii. Reducing the need for travel and mealtime meetings through video conferencing or phone bridge conversations.
 - iv. Allowance of enough of a break in the day's schedule to allow participants to go out for a meal.
5. **Improving this Order.** Any requests for clarification of this Order should be conveyed to the Chief Fiscal Officer, or similar official, at the entity administering public funds which might be used for food expenses. Chief Fiscal Officers (or their equivalents) may ask clarifying questions about the interpretation or application of this Order by emailing Quentin.Potter@das.state.oh.us. Clarifications to this Order may be periodically posted on the State of Ohio website and this Order may be periodically updated as suggestions meriting modification to the Order come to my attention.

6. I signed this Executive Order on May 3, 2007 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.

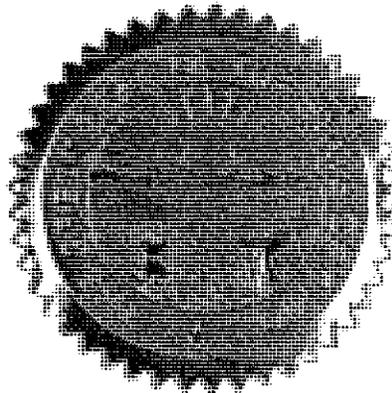


Ted Strickland, Governor

ATTEST:



Jennifer Brunner, Secretary of State



RECEIVED
SECRETARY OF STATE
ELECTIONS WALK-IN
2007 MAY -4 PM 2:21

Expenses Improperly Charged Against the Resolve and Team Northeast Ohio Grant Agreements

Resolve

Five Steering Committee Dinners	\$1,768.27
<ul style="list-style-type: none">• 100th Bomb Group (12/6/07)• Cap City Diner (3/13/08)• Cap City Diner (5/29/08)• Brio Tuscan Grille (9/18/08)• Intercontinental Hotel (12/9/08)	
Travel expenses for Dearborn, Michigan conference (7/30-8/1/08)	\$765.39
Travel expenses for Cleveland, Ohio conference (12/8-12/9/08)	\$909.22

Team Northeast Ohio

Dinner at Blue Point Grille (2/26/08)	\$390.00
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Total	\$3,832.88
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Copy of Maves' Reimbursement Check to ODOD:

THOMAS MAVES 06-09
COLUMBUS, OH 43212

25-358
440

131

DATE 4/6/10

PAY TO THE ORDER OF OHIO DEPARTMENT OF DEVELOPMENTS \$ 3,832.88

Three Thousand Eight Hundred Thirty two and 88/100 DOLLARS

CHASE
JPMorgan Chase Bank, N.A.
Columbus, Ohio 43271
www.Chase.com

MEMO

MP

⑆044000037⑆

**POLICY C – 14
DISCIPLINARY POLICY
Revised May 2006**

It is the policy of the Department of Development (ODOD) and the State of Ohio that all employees shall demonstrate honesty, good behavior and efficient and friendly services to our customers. Any violation of this public trust mandates a just and equitable response by management. It is the policy of the Department of Development that no employee in the classified civil services or in the bargaining unit shall be administered disciplinary action except for just cause.

It is the employee's responsibility to comply with departmental rules or standards of behavior and performance promulgated by the Department of Administrative Services as described in the Ohio Revised Code, Section 124.34 and the Disciplinary Action Guidelines of the Department of Development.

The Disciplinary Action Guidelines are not meant to be all-inclusive of violations that may occur. In addition, some violations may warrant more severe disciplinary action than indicated. Each situation will be reviewed on its own merits. The degree and seriousness of the offense will determine which of the alternative measures will be taken.

VIOLATIONS

When the disciplinary action to be taken involves a suspension or removal of an employee covered by a collective bargaining agreement or of a classified employee, a pre-disciplinary meeting will be held in accordance with the requirements of the relevant collective bargaining agreement and the requirements of civil service law. Bargaining unit employees will be accorded union representation per the appropriate bargaining unit contract, upon request.

In all disciplinary actions, after an investigation and pre-disciplinary meeting, the Pre-Disciplinary Meeting Officer will submit his/her findings to the Director of Development with a recommendation as to whether just cause exists to impose corrective action. The Director of Development will make the final decision as to the level of disciplinary action to be imposed. In cases where a criminal investigation may occur, the pre-disciplinary meeting may be delayed until after disposition of the criminal charge. An employee may be placed on administrative leave or reassigned while an investigation is being conducted.

**POLICY C – 14
DISCIPLINARY POLICY
Revised May 2006**

VIOLATIONS	1ST	2ND	3RD	4TH
1. Neglect of Duty a. Major – Endangers life, safety, or causes financial loss for the Department or its programs.	Suspension/ Removal	Removal		
b. Minor – (e.g. Poor/substandard work performance or other.)	Oral/Written Reprimand	Written Reprimand/ Suspension	Suspension /Removal	Removal
2. Insubordination a. Disobedience of a direct order by a superior.	Suspension	Removal		
b. Failure to carry out assignment.	Suspension	Suspension	Removal	
c. Failure to follow directives, policies or procedures.	Written Reprimand/ Suspension	Suspension	Removal	
d. Failure to submit to drug testing.	Suspension	Removal		
3. Using obscene, abusive or insulting language towards another employee, a supervisor or the general public.	Written Reprimand/ Suspension	Suspension/ Removal	Removal	
4. Threatening, intimidating or coercing an employee, supervisor or the general public.	Written Reprimand/ Removal	Suspension/ Removal	Removal	
5. Striking a fellow employee or supervisor.	Suspension/ Removal	Removal		
6. Acts of discrimination or insult on the basis of race, sex, age, veteran, religion, national origin, sexual orientation or disability and false accusations of the same.	Written Reprimand/ Suspension	Suspension/ Removal	Removal	
7. Theft of state property or property of co-workers or the public.	Suspension/ Removal	Removal		
8. Destruction, damage, or misuse of state property or property of co-workers or the public.	Suspension/ Removal	Suspension/ Removal	Removal	
9. Drugs/Alcohol *a. Consumption of alcoholic beverages or illegal drugs while on duty or prescription drugs not taken as prescribed.	*Suspension /Removal	Removal		
*b. Reporting to work under the influence of an intoxicant (alcohol or illegal drugs) other than required for medical reasons.	*Suspension /Removal	Removal		

*Held in abeyance provided successful completion of substance abuse program certified by the Ohio Dept of Alcohol & Drug Addiction Services and is never again found to be under the influence of, or using or abusing alcohol or other drugs while on duty.

POLICY C – 14
DISCIPLINARY POLICY
Revised May 2006

VIOLATIONS	1ST	2ND	3RD	4TH
*c. Failure to pass drug testing.	*Suspension /Removal	Removal		
d. Possession and/or selling of illegal drugs while on duty, or prescription drugs not taken as prescribed.	Removal			
e. Selling or distributing alcoholic beverages while on duty.	Suspension/ Removal	Removal		
f. Failure for employee to report to Human Resources within 5 days of his/her conviction of federal or state criminal drug statute that occurred at the workplace or location where employee was working.	Removal			
10. Sleeping on Duty.	Written Reprimand/ Suspension	Suspension /Removal	Removal	
11. Immoral or Indecent conduct.	Written Reprimand/ Suspension	Suspension /Removal	Removal	
12. Leaving the work area without the permission of the supervisor, which includes leaving work early.	Oral/Written Reprimand	Written Reprimand/ Suspension	Suspension /Removal	Removal
13. Unauthorized disclosure of confidential/sensitive information.	Suspension/ Removal	Suspension / Removal	Removal	
14. Failure of Good Behavior (Actions that could compromise or impair the ability of the employee to effectively carry out his/her duties as an employee of the Department, or compromise the mission of the Department).	Written Reprimand/ Suspension	Suspension	Suspension /Removal	Removal
15. Tardiness (Up to 30 minutes), arriving late or extending lunch hour or break time.	Oral/Written Reprimand	Written Reprimand/ Suspension	Suspension	Removal
16. Unauthorized Absence				
a. 31 minutes to 8 consecutive hours absence from work without prior authorization.	Oral Reprimand/ Suspension	Suspension	Suspension /Removal	Removal
b. 8.1 hours to 23.9 consecutive hours absence from work without prior authorization.	Suspension	Suspension	Removal	
17. Job Abandonment 3 Consecutive days or more absent from work without notification.	Removal			
18. Misuse of leave (Use of leave for that which it was not intended or provided).	Written Reprimand/ Suspension	Suspension /Removal	Removal	

POLICY C – 14
DISCIPLINARY POLICY
Revised May 2006

VIOLATIONS	1ST	2ND	3RD	4TH
19. Pattern abuse (before &/or after holidays, before &/or after weekends, or regular days off, after pay days, any one specific day, absence following overtime worked, half days, continued pattern of maintaining zero or near zero leave balance, excessive absenteeism, excessive unscheduled absences).	Oral Reprimand/ Suspension	Written Reprimand/ Suspension	Suspension	
20. Unauthorized or misuse of a State vehicle.	Suspension/ Removal	Suspension /Removal	Removal	
21. Damage to State vehicle as a result of failure to operate vehicle in a safe manner.	Suspension	Suspension /Removal	Suspension /Removal	Removal
22. Failure to report traffic related accidents or infractions while using a State vehicle.	Oral/Written Reprimand	Written Reprimand/ Suspension	Suspension /Removal	Removal
23. Falsifying any Document a. State of Ohio Civil Service Application, in-house application or resume.	Removal			
b. Payroll time sheets, attendance forms, travel reimbursement forms or other documents used in course of daily work.	Written Reprimand/ Removal	Suspension /Removal	Removal	
24. Misuse of Federal or State funds.	Suspension/ Removal	Suspension /Removal	Removal	
25. Misuse of State equipment or property for personal use.	Written Reprimand/ Suspension	Suspension	Suspension /Removal	Removal
26. Accepting bribes in the course of carrying out assigned duties.	Removal			
27. Engaging in political activities as prohibited in Ohio Revised Code Section 124.57.	Written Reprimand/ Suspension	Removal		
28. Felony Conviction	Removal			
29. Failure to report unsafe working conditions or hazardous equipment.	Written Reprimand/ Suspension	Suspension	Suspension /Removal	Removal
30. Failure to report a health and safety violation or accident.	Written Reprimand/ Suspension	Suspension	Removal	
31. Possession of a weapon by a ODOD employee on ODOD property or in a State vehicle.	Removal			
32. Violation of Ohio Revised Code Section 124.34 (The severity of the discipline imposed should reflect the severity of the violation).				



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

February 1, 2008

TO: Directors and Fiscal Officers of State Agencies, Boards, and Commissions

FROM: Aaron Erickson 
Deputy Director,
State Accounting

SUBJECT: Amendment to Travel rule: Rule 126-1-02 of the Administrative Code;
New Per Diem-based OBM Travel Rule

The purpose of this memorandum is to inform you of changes to the OBM travel rule that were approved by JCARR on December 3, 2008 and are effective February 1, 2008.

This memorandum serves as a summary only and is not intended to cover all provisions governing the rates and requirements for reimbursement of travel. Please refer to the specific provisions of the applicable bargaining contract(s) to determine rates applicable to your agency's bargaining unit employees. Refer to the OBM travel rule, Rule 126-1-02 of the Administrative Code, *Rates and Requirements for Reimbursement of Travel Expenses of State Agents*, for information about travel reimbursement for exempt employees.

In-State & Out-of-State Travel

Effective February 1, 2008, there is no distinction between in-state and out-of-state travel. The OBM travel rule refers to either continental U.S. travel or out-of-country travel. Continental U.S. travel is travel within the United States and Canada. Out-of-country is travel outside of the United States and Canada.

Transportation Expenses

Effective February 1, 2008, state agents who travel by privately owned automobiles may be reimbursed for mileage incurred on state business at the Internal Revenue Service's (IRS) standard business mileage rate. The IRS's current standard business rate is 50.5 cents/mile.

Receipts are required for all service expenses incurred in connection with the operation of state-owned automobiles, all common carrier expenses, and all miscellaneous transportation expenses exceeding \$10/day. If a state agent accumulates transportation expenses of \$25 or more in one day, all receipts are required.

A state agent shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence. For example, if the state agent's normal commute from his/her residence to headquarters is ten (10) miles, and a state agent commutes from his/her residence to his/her authorized destination that is thirty (30) miles away, the state agent shall only be reimbursed for twenty (20) miles.

Meal Per Diem

Effective February 1, 2008, the rule establishes a statewide per diem for meal reimbursement. Reimbursement for meals for state agents is authorized only when overnight lodging is required. Standard meal reimbursement rates (including tips) are set forth below:

Breakfast	\$6
Lunch	\$9
Dinner	\$12
<u>Incidentals</u>	<u>\$4</u>
Total	\$31

OBM may update the per diem annually to adjust to the revisions to the Federal per diem schedule. The per diem is designed to offset the additional cost of travel, not to entirely pay for the traveler's meal. The amount of reimbursement shall be adjusted on departure and return days based on the time of departure and return. Travelers are expected to pro-rate per diem on travel days based upon their travel schedule. Please refer to the OBM travel rule for the pro-rated meal reimbursement schedule.

Note: With the adoption of the per diem, travelers will only be reimbursed at the per diem rate. If a traveler spends more than the per diem and has receipts to document the expense, he/she will only be reimbursed at the per diem rate.

Gratuities

Effective February 1, 2008, state agents may no longer request reimbursement for gratuities. Gratuities are included in the per diem rates as established by OBM.

Meal Receipts

Effective February 1, 2008, OBM will not require state agents to submit receipts with their requests for reimbursement for meals. The head of a state agency (or his/her designee) may require that amounts claimed for meal expenses are supported by receipts, although meal receipts may not be required under this rule. Original receipts shall be submitted to the state agency.

Lodging Rates

Effective February 1, 2008, the reimbursement rate for lodging rates in commercial establishments within the Continental U.S. is \$80 per state agent per night plus applicable taxes or the lowest government rate in the area with approval from the state agency head or his/her designee.

Out-of-country lodging in commercial establishments is authorized per state agent per calendar day a rated determined to be reasonable by the head of the state agency or his/her designee.

Overnight lodging may be reimbursed only when the state agent is traveling on official state business **and** is either:

- (a) At a location greater than 45 miles of both that state agent's residence and headquarters, or:
- (b) At a location greater than 30 miles of both the state agent's residence and headquarters for conference purposes.

Receipts are required for all lodging expenses.**Conferences Meals**

If a conference includes or provides a meal, the state agent shall not be reimbursed for that same meal under paragraph (D) of this rule.

Exceptions

Agencies seeking exceptions to this rule should submit a request to the Director of OBM by the head of a state agency or his/her designee, prior to the expense being incurred. No exception shall remain in effect for more than one year.

The complete OBM travel rule can be found at on the OBM website at www.obm.ohio.gov and questions about travel should be directed to Judy Johnson at 614-466-1569 or by e-mail at judy.johnson@obm.state.oh.us.

AE:kmm

ACTION: Original

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126-1-02

Rates and requirements for reimbursement of travel expenses of state agents.**(A) Definitions**

- (1) "Compensation" means payment for services rendered, whether made on an hourly, per diem, salaried, or fee basis but does not include reimbursement of travel expenses.
- (2) "Headquarters" means the office address at which a state agent has his/her primary work assignment or if a state agent's primary work assignment involves regularly scheduled travel, the place from which he/she can most effectively carry out his/her assigned duties.
- (3) "Continental U.S. travel" means travel within the United States and Canada.
- (4) "Out of country travel" means travel outside of the United States and Canada.
- (5) "Reimbursable travel expenses" means the following expenses, in addition to lodging, meals, and transportation, which are actually incurred as a necessary part of approved travel:
 - (a) Miscellaneous transportation expenses including parking charges, road tolls, and other reasonably incurred transportation expenses directly related to authorized travel, provided such expenses are listed separately on a state agent's travel expense report;
 - (b) Commercial transportation expenses paid by the state agent. A receipt shall be required for each individual ride in a commercial vehicle if the total per trip is over twenty-five dollars;
 - (c) Registration fees paid by the state agent. A receipt is required for all registration fees paid;
 - (d) Telephone, facsimile, internet, and other similar charges paid by the state agent for official state business. A receipt shall be required for any single charge over twenty-five dollars. State agents shall first use any free internet services offered prior to incurring internet expenses.
 - (e) If the state agent is in overnight lodging for more than one week including a weekend, miscellaneous living and business expenses for laundry, dry cleaning, personal telephone calls, postage, and other expenses. Receipts are required for all miscellaneous living and business expenses exceeding one dollar.
- (6) "Non-reimbursable travel expenses" include, but are not limited to, the following:

126-1-02

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(a) Alcoholic beverages purchased by the state agent;

(b) Entertainment expenses paid by the state agent;

(c) Personal expenses incurred during travel that are primarily for the benefit of the state agent and not directly related to the official purpose of the travel. Examples include, but are not limited to, the purchase of personal hygiene items, magazines or books, movie rentals, and other miscellaneous items;

(d) Political expenses paid by the state agent;

(e) Travel insurance expenses paid by the state agent;

(f) The cost of traffic fines and parking tickets.

(7) "State agency" means every organized body, office, or agency established by the laws of the state for the exercise of any function of state government which uses money that has been appropriated to it directly and whose officers, members, or employees are not excluded under paragraph (A)(8) of this rule.

(8) "State agent" means any officer, member, or employee of a state agency whose compensation is paid, in whole or in part, from state funds but shall not include:

(a) Any officer, member, employee of, or consultant to the general assembly, supreme court, court of appeals, court of claims, any agency of these, or any state university or college as defined in division (A)(1) of section 3345.12 of the Revised Code; and

(b) Any volunteer serving without compensation.

(9) "Travel at state expense" means travel expenses which are paid from moneys appropriated directly to a state agency by the general assembly.

(B) Authority for travel and reimbursement

(1) Authority for travel

All travel by state agents at state expense or on paid travel status must be authorized by the head of a state agency or his/her designee. Travel may be authorized only for official state business and only if the state agency has the financial resources to reimburse the state agent for travel expenses. State agents who are traveling or who are on paid travel status must, at all times, use prudent judgment in the use of state resources, incurring only those

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expenses necessary to carry out the official business of the state.

(2) Reporting requirements

(a) A state agent who has traveled at state expense and is requesting reimbursement of his/her travel expenses by a state agency shall report his/her travel expenses on a travel expense form as prescribed by the office of budget and management. A state agent shall complete the travel expense form within thirty days after incurring travel expenses. A completed travel expense form and request for reimbursement may be denied by the office of budget and management for reasons including, but not limited to, a state agent's failure to complete the form in a timely, accurate, and/or truthful manner.

(b) A state agent shall obtain and provide all receipts required by this rule.

(c) At no time shall a state agent claim or be reimbursed more than his/her actual travel expenses.

(3) Approval of travel expense report

When the head of a state agency or his/her designee approves of a state agent's completed travel expense report, such action constitutes certification of the propriety of the reimbursement of such state agent's travel expenses. The head of a state agency or his/her designee may require any reasonable form of verification of an expense, in addition to or in lieu of the receipts required under this rule, if he/she determines that additional verification is necessary to his/her certification of the propriety of the reimbursement or if required receipts are not available.

(4) Reimbursement of expenses

A state agent shall be reimbursed for his/her travel expenses as authorized by this rule upon approval by the head of a state agency or his/her designee.

(5) Retention of report and required receipts and submission of copies to the office of budget and management

The state agency shall retain any reports and the original receipts required by this rule. As specified by the office of budget and management, electronically imaged or paper copies shall be submitted to the office of budget and management. Unless otherwise specified in this rule, all receipts required by this rule shall be submitted to the office of budget and management, and the office of budget and management may specify the manner in which receipts shall be submitted.

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(6) Direct payment to vendor

Instead of reimbursing a state agent for his/her travel expenses, a state agency may make direct payment to a vendor who provides travel services for the state agent. A direct payment shall comply with the applicable rates and requirements specified in this rule.

(C) Transportation expenses

The head of a state agency or his/her designee shall, subject to the discretion of the office of budget and management, determine the appropriate mode or modes of transportation to be utilized by a state agent.

(1) Travel by state-owned automobile

Travel by state-owned automobile is authorized only for state agents and for other parties who are properly designated by a state agency and endorsed onto insurance coverage through the department of administrative services. Reimbursement is authorized for incurred service expenses necessary to the efficient and safe operation of a state-owned automobile. The names of all persons traveling in the same state-owned automobile and names of their respective state agencies shall be listed on any travel expense report.

(2) Travel by privately owned automobile

Travel by privately owned automobile is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement of mileage expenses incurred on state business is authorized at the internal revenue service's business standard mileage rate.

A state agent shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence. For example, if a state agent's normal commute from his/her residence to his/her headquarters is ten miles, and a state agent commutes from his/her residence to his authorized destination is thirty miles, the state agent shall only be reimbursed for twenty miles.

Travel expense reports shall indicate all intermediate destinations (i.e., specify intermediate towns and cities but not stops within a town or city) between the commencement and termination of travel as well as all vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more state agents traveling in the same privately owned automobile, and the names of their respective state agencies shall be listed on the travel expense report.

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(3) Travel by common carrier

- (a) Except as provided in paragraph (C)(3)(c) of this rule, travel by common carrier is authorized. Reimbursement is authorized at the lowest available rate with the following exceptions for international trade missions and shows in which both private business representatives and state agency representatives are participating. Business class air travel is authorized for state agents who are participating in such missions or shows. When an international flight serves as a state agent's overnight accommodation and the state agent's day of arrival in a foreign country is a workday, the head of the state agency may authorize business class travel for the state agent.
- (b) State funds shall not be expended to pay for unused reservations on common carriers unless the state agency is satisfied that failure to cancel or use the reservation was unavoidable.
- (c) Travel within the state of Ohio by common air carrier at the lowest available rate is authorized for elected officials, directors, assistant directors, deputy directors, board and commission members, and heads of state agencies. State employees not listed above are authorized to travel within the state of Ohio by common air carrier at the lowest available rate only if flying is more economical than other modes of travel.

(4) Car rental

Reimbursement is authorized for car rental only if car rental is more economical than any other mode of transportation or if the state agent's destination is not easily accessible by any other available mode of transportation.

(5) Required receipts for transportation expenses

Except as otherwise provided, receipts are required for all service expenses incurred in connection with the operation of state-owned automobiles; all common carrier expenses; and all miscellaneous transportation expenses exceeding ten dollars. If a state agent accumulates transportation expenses of twenty-five dollars or more in one day, all receipts are required.

(D) Meal expenses

- (1) Reimbursement for meals for state agents is authorized only when overnight lodging is required. State agents are expected to pro-rate per diem on travel days based upon his/her travel schedule. The standard meal and incidental reimbursement per diem rates (including tips) are set forth below:

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<u>Breakfast</u>	<u>Six dollars</u>
<u>Lunch</u>	<u>Nine dollars</u>
<u>Dinner</u>	<u>Twelve dollars</u>
<u>Incidentals</u>	<u>Four dollars</u>
<u>Total</u>	<u>Thirty-One dollars</u>

The per diem is designed to offset the additional cost of travel, not to entirely pay for the state agent's meal. The amount of reimbursement shall be adjusted on departure and return days based on the time of departure and return. Where overnight lodging is required but where a state agent is on travel status for less than a full day, reimbursement for meals on the day of departure and day of return is limited to the following:

- (a) Per diem up to a maximum rate of ten dollars if the state agent is on travel status any time after midnight but no later than ten a.m.;
 - (b) Per diem up to a maximum rate of thirteen dollars if the state agent is on travel status any time after ten a.m. but no later than four p.m.;
 - (c) Per diem up to a maximum rate of sixteen dollars if the state agent is on travel status any time after four p.m. but no later than midnight;
 - (d) On the day of departure or return, if the state agent is on travel status for more than one of the above specified time periods, meal reimbursement is authorized in the amount of the total of the individual meal amounts specified for those time periods, plus incidentals. Reimbursement of that total amount does not require an allocation for breakfast, lunch, and dinner. Meal reimbursement in that total amount may be allocated for meals as the state agent chooses.
- (2) The per diem amount may be updated annually according to the federal per diem schedule. The office of budget and management shall periodically post the current federal per diem schedule on its website.
- (3) The head of a state agency or his/her designee may require that amounts claimed for meal expenses shall be supported by receipts although meal receipts may not be required under this rule, and the original receipts shall be submitted to the state agency.

(E) Lodging

- (1) Continental U.S.

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Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day at actual cost up to the maximum rate of eighty dollars plus applicable taxes on the entire room, or the lowest available government rate in the area with approval from the head of the state agency or his/her designee.

(2) Out of country

Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day at actual cost when such cost is reasonable as determined by the head of a state agency or his/her designee.

(3) Receipts are required for all lodging expenses.

(4) Overnight lodging may be reimbursed only when the state agent is traveling on official state business and is either:

(a) At a location greater than forty-five miles of both the state agent's residence and headquarters, or;

(b) At a location greater than thirty miles of both the state agent's residence and headquarters for conference purposes.

(F) Conferences

Reimbursement is authorized for conference registration fees and conference expenses as follows:

(1) Registration fees

Conference registration fees may be reimbursed to the state agent, or conference registration fees may be paid directly by a state agency in advance of the conference. If the registration fee includes any meals, the state agent shall not be reimbursed for those same meals under paragraph (D) of this rule, and any amount reimbursed to the state agent under paragraph (D) of this rule for meals shall be adjusted accordingly.

(2) Conference meals

If a conference includes or provides a meal, the state agent shall not be reimbursed for that same meal under paragraph (D) of this rule.

When meals are included with registration expense, the number and type of meals must be identified by the state agent. If a meal is offered as part of a conference and the state agent has medical restrictions, the state agent should make every effort to have the conference facilitate his or her needs. If the

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conference does not honor the request, the state agent is not required to deduct the applicable meal allowance from the per diem, but must include documentation explaining the situation.

(3) Conference lodging

Lodging at the conference site or lodging at a hotel identified in the conference registration materials as one of the conference hotels may be reimbursed at actual cost, provided such cost is reasonable as determined by the head of a state agency or his/her designee.

(4) Required receipts for conference expenses

Receipts are required for conference registration fees, conference meals not included in a registration fee where overnight lodging is authorized, conference lodging, and miscellaneous conference expenses exceeding one dollar.

(5) Instead of reimbursing a state agent for his/her conference expenses, a state agency may make direct payment to a vendor who provides conference services for the state agent.

(G) Agency contractors

A state agency may not authorize reimbursement of travel, lodging, and meal expenses incurred by agency contractors per this travel rule for state agents.

(H) Exceptions

(1) Upon written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred, the director of the office of budget and management may grant exceptions to this rule only for travel by law enforcement officials, insurance examiners, state agents on continuous travel status for two or more consecutive days, state agents requiring special travel arrangements due to a disability, and state agents whose workday is other than eight a.m. to five p.m. or if state agents whose in-state travel and lodging arrangements are economically advantageous to the state. Other exceptions may be granted upon a written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred or, at the director's discretion, after the expense has been incurred. No exception shall remain in effect for more than one fiscal year.

(I) Amendment to this rule

An amendment to this rule applies to travel on or after the effective date of the

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amendment.

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Replaces: 126-1-02

Effective:

R.C. 119.032 review dates:

Certification

Date

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