

MIAMI TOWNSHIP

Resolution 2025-__

Reimbursement of Travel Expenses for Elected Officials

WHEREAS, the expenditure of township monies is expressly within the authority of township trustees; and

WHEREAS, according to R.C. 507.11(B)(1), “[n]o money belonging to the township shall be paid out, except upon an order signed by at least two of the township trustees and countersigned by the township fiscal officer.” And

WHEREAS, Any expenditures, however, must be made for a public purpose, which is determined by the township trustees; and

WHEREAS, generally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and the contentment of all the inhabitants.

WHEREAS, there currently exists a travel reimbursement policy for full-time employees, but none exists for elected officials,

NOW, THEREFORE, the Trustees of Miami Township do hereby adopt the attached the updated Policy for Travel Reimbursement, Section 9.5 of the Miami Township Personnel Policies

Motion to approve _____

Seconded _____

Vote: Moir _____
Hollister _____
Mucher _____

Date: September X, 2025

_____ Chair: Chris Mucher	_____ Date
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_____ Marilan Moir	_____ Date
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_____ Donald Hollister	_____ Date
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<i>Attest:</i> _____ Jeanna GunderKline, Fiscal Officer	_____ Date
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This is a draft edit of the current policy in which there is a strikethrough for language removal

and added text appears in bold.

9.5 Travel Expenses

Travel Guidelines for Miami Township employees are as follows:

Transportation Guidelines.

Use of air, train, bus or private vehicles shall be selected on the basis of the most reasonable method. Air transportation will be reimbursed only for Coach or Supersaver fares. ~~All frequent flyer miles remain the property of Miami Township and can only be used with the direct permission from the Miami Township Board of Trustees.~~ Township owned vehicles must be used whenever practical. Reimbursement for rental cars will only be authorized if their use is more economical than any other type of transportation. If Township employees use their private automobile in the conduct of official business, they shall be compensated at the rate determined by the Board of Trustees. Any gasoline, damages, needed service, or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile reimbursement. A privately owned vehicle may only be used if the owner has a valid driver's license and is insured under a liability policy that complies with ORC 4509.51. No reimbursement will be made for unauthorized expenses including, but not limited to, supplemental insurance on rental cars or fines for traffic violations. Reimbursable miscellaneous transportation expenses will be limited to no more than \$20.00 each, per day.

Meal Guidelines.

Miami Township provides for travel meal expense, ~~s on a per diem basis as opposed to the policy of submission of actual itemized receipts. The purpose of this policy is to provide for greater efficiency and handling by the traveling employee and the Township Fiscal Officer as well as to provide appropriate safeguards for the use of public funds. The combined per diem meal and gratuity rate will be calculated by use of the US Department of Commerce website, www.gsa.gov and will vary due to the destination of the travel. In cases where individual meals must be purchased separately the maximum allotted amount per meal is as follows: Breakfast \$8.00; Lunch \$18.00, and Dinner 25.00.~~ **the cost not exceeding the meal rates set by the US Department of Commerce, www.gsa.gov.** Receipts for all meal purchases must be submitted, and no purchases of alcoholic beverages will be reimbursed.

Lodging Guidelines.

Overnight lodging will only be authorized for official Township functions in excess of 60 miles from the employee's residence. All requests for lodging must be for Single, Government, or other lowest rate available. Miscellaneous expenses associated with extended travel, ~~ie: laundry, dry cleaning or personal phone calls~~ **such as parking costs** will **only** be reimbursed with the presentation of receipts. ~~Under no circumstances will reimbursement be authorized.~~ **There is no reimbursement** for in-room movies or alcohol.

Approval Process for Employees

Travel expenses must be authorized in advance by the Board of Trustees. ~~Full-time, regular employees~~ Employees will be reimbursed for necessary expenses incurred while attending ~~schools of instruction, institutes, or conventions~~ conferences or training of a nature relating to the art and science of their particular employment. ~~Full-time regular~~ Employees will be reimbursed for expenses when using their private automobile while discharging duties connected with their employment outside of Miami Township, such as meetings, retail or wholesale establishments when a Miami Township vehicle is not available.. All forms pertaining to travel expenses are available at the Township office.

Approval Process for Elected Officials

Travel and local mileage expenses for elected officials must be approved in advance, in an open meeting by the board of trustees.

The Trustees first must determine whether the expenses were actually and necessarily incurred, in the performance of a public duty, in furtherance of a definite project or undertaking (then or now), or in immediate contemplation, thereof, necessary for the benefit of the political subdivision; and in the performance of a duty enjoined or authorized by law.

Elected officials must submit a travel reimbursement for anticipated travel on a form available through the fiscal officer. Local mileage reimbursement (outside of the township boundaries only) shall be submitted on a mileage reimbursement form.

Mileage reimbursements for travel to conduct the duties of elected officials such as representation of the Miami Township Board of Trustees on a regional board or commission may be approved once and then assumed. Mileage reimbursement to retail or wholesale establishments for the purchase of supplies for a department of Miami Township by an elected official, while sometimes necessary, should be the exception, not the rule. An unanticipated trip to a retail or wholesale establishment that could not be approved ahead of time, and for which there was no department employee available to complete the necessary trip, may be submitted on a mileage reimbursement form to be approved or denied in the next open meeting of the Board of Trustees.