

3359-31-02 Transportation.

(A) Travel by automobile.

- (1) Travel in privately owned automobiles will be reimbursed up to the current IRS standard rate when traveling on official business. Reimbursement for privately owned motorcycle is also authorized up to the State of Ohio motorcycle mileage rate. Mileage is payable for only one of two or more persons traveling on the same trip in the same vehicle. The names of all university employees traveling in the same car are to be listed in the "Remarks" section. The stated mileage rate is a full and complete reimbursement for all automobile operating expense, including maintenance costs and car washes. In the event of a lower allowable mileage reimbursement on a sponsored research grant, the unallowable portion will be charged to the department originating the request.
- (2) If a privately owned automobile is used for out-of-state travel and reimbursement is claimed at the IRS standard rate, economies realized (IRS rate versus coach air fare) must be clearly explained in the "Remarks" section of the travel expense report or on an attachment. Travel must be the most direct practical route and the amount claimed shall not exceed that of coach common carrier accommodations plus estimated limousine fare. No reimbursement will be made for food and lodging while en route if travel by automobile is for personal reasons.
- (3) A university employee driving a privately owned vehicle is not covered by university vehicle liability insurance. The university is not responsible for damages to privately owned vehicles. No employee may be reimbursed for expenses on the mileage basis unless motor vehicle liability insurance is carried in the minimum amount required by the state of Ohio. A certification must be made on the travel expense report that the employee was covered by personal vehicle liability insurance.
- (4) Miles traveled must be detailed by destination using the university as the point of departure and return. If the travel expense report does not provide sufficient space, the detail may be attached as a supplementary schedule, listing miles driven by date and destination. An attached list showing detailed mileage is especially appropriate for

those persons who regularly drive in and around the city and state on university business.

- (5) A commercially rented automobile may be used for approved travel. Please contact the purchasing department for information and rates.

(B) Travel by air or rail.

- (1) Coach fare (or lowest fares available) will be reimbursed for both in-state and out-of-state travel.
- (2) Separately purchased travel insurance is not an allowable expense. This restriction does not include carrier provided insurance or insurance provided by a credit card issuer.
- (3) Commercial transportation may be purchased in advance by submitting a requisition to the university's purchasing department. The requisition must be approved by the department head.
- (4) Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the department's obligation, if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and the convenience of the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the department will be obligated to pay the penalties and charges.

(C) Other transportation expenses.

- (1) Reimbursement may be claimed for limousine service, parking charges, ferry and taxi fares, and bridge, highway, and tunnel tolls.
- (2) Each item of expense claimed under this section must be listed on the travel expense report. A receipt is required for each item of expense greater than three dollars except for taxicab, boat, ferry expenses, or tolls paid into an automatic coin drop.

Effective: September 7, 2006

Certification: _____
Ted A. Mallo
Secretary
Board of Trustees

Prom. Under: 111.15

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