

LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS	NUMBER: 14A	PAGE: 1 OF 1
TITLE: MILEAGE REIMBURSEMENT POLICY	PERSONNEL ADMINISTRATIVE	RESOLUTION NO: 22-1080
EFFECTIVE DATE: 12/6/2022	TYPE: POLICY PROCEDURE	SUPERSEDES: POLICY #14

I. PURPOSE

To establish consistent guidelines and procedures for the mileage reimbursement program as a means of reimbursing employees for mileage related expenses incurred in the conduct of routine County business.

II. SCOPE

This policy applies to all departments/employees under the Board of Commissioners.

III. POLICY

Department heads may, at their discretion, elect to reimburse employees for routine mileage expenses on a monthly basis rather than reimbursing them for each occurrence under the County's travel policy. Requests for reimbursement must be submitted in accordance with procedures below in order to receive reimbursement. This program applies only to routine business expenses as defined in the County Travel Policy.

IV. PROCEDURE

A. Employee Responsibilities

1. Record all mileage-related expenses each month, incurred while performing official duties, on an Employee's Mileage Reimbursement Form.
2. Attach appropriate receipts.
3. Submit an Employee Expense Report in Oracle with the completed form
4. Department heads approve or reject through Oracle.

B. Department Head Responsibilities

1. Review/approve Employee's Mileage reports in Oracle.

C. Approvals Following Manager's approval, Support Services will review and audit mileage reimbursement request for required documentation.

2. Once approved by Support Services, Disbursements will audit the report for payment.

APPROVED BY:

DATE:

12/8/22