



AGENDA
CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, APRIL 3, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT RELATED TO THE AGENDA**
- 4. APPROVAL OF MINUTES FROM THE MARCH 20, 2018 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2018-0069: A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
 - b) R2018-0070: A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
 - c) R2018-0075: A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

**CUYAHOGA COUNTY HUMAN RESOURCES, APPOINTMENTS & EQUITY
COMMITTEE MEETING
TUESDAY, MARCH 20, 2018
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM**

1. CALL TO ORDER

Chairwoman Brown called the meeting to order at 10:05 a.m.

2. ROLL CALL

Ms. Brown asked Assistant Deputy Clerk Johnson to call the roll. Committee members Brown, Gallagher, Jones, Miller and Conwell were in attendance and a quorum was determined. Councilmembers Baker, Tuma, Schron and Brady were also in attendance.

3. PUBLIC COMMENT RELATED TO THE AGENDA

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 6, 2018 MEETING

A motion was made by Ms. Brown, seconded by Mr. Miller and approved by unanimous vote to approve the minutes from the March 6, 2018 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2018-0052: A Resolution adopting various changes to the Cuyahoga County Non-bargaining Classification Plan, and declaring the necessity that this Resolution become immediately effective.

Mr. Albert Bouchahine, Manager of Classification and Compensation for the Personnel Review Commission, addressed the Committee regarding Resolution No. R2018-0052. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Bouchaine pertaining to the item, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0052 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2018-0054: A Resolution confirming the County Executive's reappointment of various individuals to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund representing the Great Lakes Region for various terms, and declaring the necessity that this Resolution become immediately effective:
 - i. Councilmember Dale Miller for an unexpired term ending 6/24/2019.
 - ii. Robin Martin for an unexpired term ending 5/25/2018.
 - iii. Robin Martin for the term 5/26/2018 - 5/25/2020.

Cuyahoga County Councilmember Dale Miller addressed the Committee regarding his nomination to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Miller pertaining to his experience, expertise and qualifications, which he answered accordingly.

Ms. Robin Martin addressed the Committee regarding her nomination to serve on the Child Abuse and Child Neglect Regional Prevention Council of the Ohio Children's Trust Fund. Discussion ensued.

Committee members and Councilmembers asked questions of Ms. Martin pertaining to her experience, expertise and qualifications, which she answered accordingly.

On a motion by Ms. Brown with a second by Mr. Jones, Resolution No. R2018-0054 was considered and approved by majority vote to be referred to the full Council

agenda with a recommendation for passage under second reading suspension of the rules, with Mr. Miller recusing himself from the vote.

- c) R2018-0055: A Resolution confirming the County Executive's appointment of Kenneth Surratt to serve on the Cuyahoga County Tax Incentive Review Council for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.

Ms. Lisa Rocco, Director of Operations with the Fiscal Office, addressed the Committee regarding Resolution No. R2018-0055. Discussion ensued.

Committee members and Councilmembers asked questions of Ms. Rocco pertaining to the item, which she answered accordingly.

Mr. Kenneth Surratt addressed the Committee regarding his nomination to serve on the Cuyahoga County Tax Incentive Review Council. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Surratt pertaining to his experience, expertise and qualifications, which he answered accordingly.

On a motion by Ms. Brown with a second by Mr. Miller, Resolution No. R2018-0055 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- d) O2018-0001: An Ordinance providing for modifications to and adoption of the Cuyahoga County Human Resources Personnel Policies and Procedures Manual to be applicable to all County employees, and declaring the necessity that this Ordinance become immediately effective.

[Clerk's Note: This item was taken out of order and considered after item No. (5)(e).]

Ms. Brown introduced a proposed substitute to Ordinance No. O2018-0001. Discussion ensued.

Mr. Michael King, Special Counsel; and Mr. Trevor McAleer, Legislative Budget Advisor, addressed the Committee regarding Ordinance No. O2018-0001. Discussion ensued.

Committee members and Councilmembers asked questions of Messrs. King and McAleer pertaining to the item, which they answered accordingly.

A motion was made by Ms. Brown, seconded by Mr. Gallagher and approved by unanimous vote to accept the proposed substitute.

On a motion by Ms. Brown with a second by Mr. Gallagher, Ordinance No. O2018-0004 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules, as substituted.

- e) O2018-0004: An Ordinance amending Sections 303.02, 303.03 and 303.05 of the Cuyahoga County Code to update the Civil Service Code of Cuyahoga County; and declaring the necessity that this Ordinance become immediately effective.

[Clerk’s Note: This item was considered before item No. (5)(d).]

Ms. Rebecca Kopcienski, Director of the Personnel Review Commission, addressed the Committee regarding Ordinance No. O2018-0004. Discussion ensued.

Committee members and Councilmembers asked questions of Ms. Kopcienski pertaining to the item, which she answered accordingly.

On a motion by Mr. Jones with a second by Ms. Conwell, Ordinance No. O2018-0004 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. OTHER PUBLIC COMMENT

There were no public comments were given.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Brown adjourned the meeting at 11:52 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0069

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, the Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22 in which its members serve three-year terms; and

WHEREAS, County Executive Armond Budish has nominated The Honorable Bradley D. Sellers for reappointment to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's reappointment of The Honorable Bradley D. Sellers to serve on the Cuyahoga County Planning Commission representing the Chagrin/Southeast Region for an unexpired term ending 12/31/2020.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County, the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided

that this Resolution receives the affirmative vote of at least eight (8) members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 27, 2018

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____

_____, 20__



March 13, 2018

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street
Cleveland, OH 44115

RE: Cuyahoga County Planning Commission

Dear President Brady,

The Cuyahoga County Planning Commission is authorized by Ohio Revised Code Section 713.22. In order to ensure geographic representation on the Planning Commission, the County is divided into eight separate planning regions. One leader from each region shall serve on this body. Members serve three-year terms. I submit the following nomination for service on the Cuyahoga County Planning Commission:

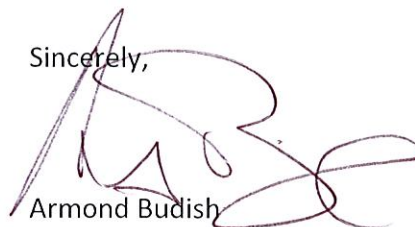
- Mayor Bradley Sellers of Warrensville Heights (Chagrin/Southwest Region)

Attached please find Mayor Sellers' professional narrative. Upon confirmation, Mayor Sellers would immediately commence service on the Planning Commission for a term ending 1/1/2021.

There are no specific requirements of Executive nominees. Regional members must be a Mayor representing a community within the designated area. The Board is uncompensated.

Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,



Armond Budish
Cuyahoga County Executive



ARMOND BUDISH
Cuyahoga County Executive



Mayor Bradley Sellers, of Warrensville Heights

Bradley D. Sellers is the seventh mayor of the City of Warrensville Heights. He is the first native resident of Warrensville Heights to be elected to the office. He was elected to his first term as mayor on November 8, 2011. His vision for the city is inclusive of providing great city services, expanding the tax base, preserving great neighborhoods, and creating opportunities for the city's children.

Before becoming Mayor, he served as the Director of Economic Development for the City of Warrensville Heights for 11 years. Mayor Sellers, with his development background, has prioritized the economic development and job creation agenda for the city. Under his direction, the City of Warrensville Heights helped create 3,000+ jobs and over \$500 million dollars in construction projects. He continues to use a collaborative development strategy that has been well received by both the public and private sector.

Understanding that the City of Warrensville Heights neighborhoods need to be strong, Mayor Sellers has turned his attention to the critical importance of the Warrensville Heights School system. The basic premise of the equation is that "Strong Schools = Strong Communities". A 1981 graduate of Warrensville Heights High School, Mayor Sellers has pledged his commitment to being a catalyst for the change so desperately needed to give the community's children the best advantage for a bright future.

As an advocate for developing a great community, Mayor Sellers was instrumental in developing the first new housing subdivisions in Warrensville Heights in more than forty years. The City's goal is to construct 250 new homes within a ten year period. He has also placed an emphasis on public safety services. Mayor Sellers, who also serves as the City of Warrensville Heights Director of Public Safety, stays in constant contact with the Chief of Police to develop and implement new strategies to deter crime and reduce the prevalence of drugs, and other non-desired community impacts on city streets.

Mayor Sellers continues to promote the City of Warrensville Heights as a great place to live, work and play! He is actively involved with the First Suburbs Consortium, which is a group of Cleveland inner-ring suburban communities that collaborate to foster regional collaboration and cooperation.

Mayor Sellers attended The Ohio State University, and spent fifteen years as a professional athlete in his first post collegiate career. In 1986, he was selected in the first round of the National Basketball Association draft by the Chicago Bulls. As a member of the Bulls he had the opportunity to learn and play along-side some of the greatest players in NBA history, such as Michael Jordan and Scottie Pippen.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0070

Sponsored by: County Executive Budish	A Resolution confirming the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018, and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board was created pursuant to the provisions of the Ohio Revised Code Section 2301.51; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education; and

WHEREAS, the Cuyahoga County Community-Based Correctional Facility Governing Board has twelve members and the members are appointed by both Cuyahoga County and the Cuyahoga County Judicial Advisory Board (JAB); and

WHEREAS, members of the Cuyahoga County Community-Based Correctional Facility Governing Board shall be appointed to serve a three (3) year term; and

WHEREAS, the Cuyahoga County Charter Section 6.04, entitled Special Boards and Commissions, states that “[w]hen general law or any agreement with another public agency or court order provides for appointment of members of a special board or commission or other agency by the board of county commissioners, such appointment shall be made by the County Executive, subject to confirmation by the Council;” and

WHEREAS, Chapter 114 of the Cuyahoga County Code provides the requirements for submission of appointments to County Council; and

WHEREAS, County Executive Armond Budish has nominated Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that Charter

requirements can be complied with and critical services provided by Cuyahoga County can continue, and to provide for the usual, daily operation of a County Board.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby confirms the County Executive's appointment of Scott Osiecki to serve on the Cuyahoga County Community-Based Correctional Facility Governing Board for an unexpired term ending 12/31/2018.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, this Resolution shall become immediately effective.

SECTION 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

Clerk of Council

Date

First Reading/Referred to Committee: March 27, 2018

Committee(s) Assigned: Human Resources, Appointments & Equity

Journal _____
_____, 20__



Cuyahoga County
Together We Thrive

Armond Budish
Cuyahoga County Executive

March 20, 2018

Dan Brady, President
Cuyahoga County Council
2079 E. Ninth Street, 8th Floor
Cleveland, OH 44115

RE: Cuyahoga County Community-Based Correctional Facility Governing Board

Dear President Brady,

Pursuant to Ohio Revised Code Section 2301.51, Cuyahoga County has established a community-based correctional facility that provides a local alternative to prison sentences for non-violent offenders who have the potential to be rehabilitated through local punishment, work and education. I am pleased to submit for Council's confirmation, the following appointee to this Board:

- Scott Osiecki (appointment for unexpired term ending 12/31/2018 – replacing Valeria Harper)

Attached is a copy of Mr. Osiecki's bio for your review.

Community-based correctional facilities provide comprehensive programming to address the needs of offenders including chemical dependency issues and the lack of education and training for current employment opportunities. These efforts are designed to achieve the goal of reducing recidivism and providing successful reentry into society.

I ask that this appointment be set for confirmation as soon as possible. Should you or any of your colleagues have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Armond Budish".

Armond Budish
Cuyahoga County Executive

Scott S. Osiecki Biography

Scott S. Osiecki is the Chief Executive Officer for the Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County and was appointed on March 1, 2018. He has been employed with the Board in executive leadership capacities for nearly 24 years. Prior to being selected as the Chief Executive Officer, Scott served as Acting Chief Executive Officer and the Chief of External Affairs.

As Chief Executive Officer, Scott leads and oversees the staff of the ADAMHS Board and is responsible for advocacy, planning, and management of a recovery oriented system of care that delivers quality treatment and recovery services through its contract agencies.

In his prior leadership positions, Scott was responsible for public relations, media relations, governmental affairs, education and training and clients' rights. Since earning a Bachelor of Arts Degree in Communication from Cleveland State University in 1987, Mr. Osiecki has held several leadership positions in the communication/public relations/non-profit and government fields. Mr. Osiecki was previously the Communications Manager with the Cuyahoga Metropolitan Housing Authority; Public Relations and Communications Consultant with Progressive Insurance; Public Relations Manager for the Cuyahoga County Community Mental Health Board; Public Relations and Fundraising Coordinator for the Interchurch Council Hunger Task Force; Director of Public Relations for the Eliza Jennings Home, and Public Affairs and Fraternal Activities Supervisor for the Catholic Knights of Ohio.

Scott is a graduate of the 2004 Cleveland State University Leadership Academy – Class XIII, and is the past Secretary/Treasurer, Vice-President and President of the Leadership Academy Society's Board. He was also the recipient of the Academy's 2008 Distinguished Community/Non-profit Leader Award. Scott has also received the National Association of Government Communicators Blue Pencil Award for the Cuyahoga County Community Mental Health Board's Suicide Prevention Campaign, and the Substance Abuse and Mental Health Services Administration (SAMHSA) Excellence in Community Communications and Outreach (ECCO) Award in Media Outreach.

Scott is a certified trainer of Question Persuade and Refer (QPR), an approach to suicide prevention that offers individuals the skills to effectively intervene on behalf of people who are suicidal and/or in a crisis. He also holds a "camo belt" attained by participating in Cleveland State University's LeanOhio Boot Camp.

County Council of Cuyahoga County, Ohio

Resolution No. R2018-0075

Sponsored by: County Executive Budish/Fiscal Officer	A Resolution amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Fiscal Officer has recommended amending the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government; and

WHEREAS, the goal of this project is to update the language in the current travel policy which was last updated in 2007; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby amends the Cuyahoga County Travel Policy, by updating the language and policies to conform with the current form of government as incorporated in and attached hereto as Exhibit A.

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 3. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that

Cuyahoga County Travel Policy



EFFECTIVE DATE _____

Travel Policy

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Travel Policy

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IMPORTANT TELEPHONE NUMBERS:

Travel Agent (Professional Travel): 440-734-8800

Fiscal Department: 216-443-7022

Public Works, Fleet Services: 216-661-2800

Protective Services Dispatch: 216-443-2141; or toll free at 888-814-3578

SECTION I

Purpose and Introduction

Cuyahoga County provides for officials, employees and board members of the County to travel at County expense within the scope of their employment or service, unless otherwise provided by law.

This policy ensures those who travel on County business suffer no financial loss, nor realize any financial gain from their travel. This policy provides guidance to County travelers and governs the travel approval process, the use of vehicles, types of travel, and authorized expenses. To help manage and facilitate travel request and reimbursement processes, the Fiscal Office has established this travel policy. This policy is intended to provide equitable, consistent and fair standards for reimbursement and ensure appropriate levels of reimbursement, while providing controls to prevent abuses, foster accountability and maintain effective control over these expenses.

In the event the County contracts with an outside party to provide duty-related travel services, the contractor may be responsible for enforcing this policy with oversight from the Fiscal Office.

This policy applies to all County officials, employees, and board members. This policy is to be read and applied in conjunction with the Cuyahoga County Code and the Personnel Policies and Procedures Manual. It is understood that many employees are covered by labor union agreements/contracts. Those specific travel areas noted in the agreements/contracts are the specific requirements to be followed. Any area NOT specifically identified in the union agreement/contract will default to this County Travel Policy for requirements and procedures.

In order to realize the maximum cost saving opportunities for travel, County officials, employees, and board members shall follow these guidelines.

This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request, the Fiscal Officer, County Executive (or designee) may grant exceptions to this policy at his or her discretion.

No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is interested in doing business with the particular department involved.

SECTION II

Definition

For the purposes of this policy, the following definitions shall apply:

- A. “Board Member” includes members of any board, agency, commission, or authority as is or may hereafter be established by or pursuant to the Charter or County Code who are appointed or confirmed by elected officials or County officers or directors.
- B. “Conference, Convention, Meeting, Seminar” shall mean any authorized/approved event for which travel to/from is required and travel expenses are incurred.
- C. “County traveler” shall mean any official, employee, or board member who is traveling to conduct County business.
- D. “County Fleet Vehicle” is a vehicle owned or leased by the County and managed by the Department of Public Works.
- E. “Department Head” shall mean any officer or director position established by or pursuant to the County Charter or the County Code, or any person authorized to approve travel as designated by any officer or director established by or pursuant to the County Charter or County Code.
- F. “Employee” shall mean any employee of Cuyahoga County including, but not limited to, any person employed, full or part time, in a temporary or permanent capacity.
- G. “Official” shall include any person holding elective office specified in, or established pursuant to the Charter.
- H. “Receipt” shall refer to any third-party generated evidence of an expenditure required to be submitted for reimbursement.
- I. “Travel expenses” shall mean all expenses incurred by the traveler to get to, return from their destination and those necessary and appropriate during the travel period. This includes, but not limited to, airfare, lodging, registration fees, ground transportation, communication, parking, tolls, meals, etc. See Section 7 for the listings of the “authorized/reimbursable” expenses as well as the “unauthorized/non-reimbursable” expenses.

- J. “Employees covered by collective bargaining agreements or State/Federal regulations/Union employees” refers to those employees that are required to follow the policies, procedures and guidelines as outlined in their union contracts/agreements and/or governing regulations.

SECTION III
General Provisions

A. Who May Travel

County officers, employees, and board members may travel at County expense unless otherwise provided by law. Any travel, prior to booking or scheduling, must gain the appropriate approvals by the respective Department Heads as well as those approvers required under the request systems.

B. Request for Travel

Requests for over \$1,000 or for out-of-state travel shall be submitted through OnBase (See Section IV (B)). All in-state travel under \$1,000 can be approved at the Department Head level. (See Section V (B)). Requests shall include the reason for the travel, the travel date(s), and the amount of the expense. Except where otherwise provided, approval must be secured prior to any expenses being incurred. If travel needs to take place prior to approval due to unforeseen or extenuating circumstances, the request for travel shall be submitted to the Fiscal Officer for approval (See Section V (E)). All travel approvals and reimbursements shall be in accordance with the County’s biennial budget or other approved fiscal appropriation.

C. When to Travel

County travelers may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. The decision to travel must be based solely on the need to fulfill the business objectives of the County. Travel should only be requested when a more economical alternative to travel is unavailable (e.g., conference calls, overnight mail, VoIP, teleconferencing, etc.).

D. Scheduling

When travel is required, County travelers are expected to schedule the minimum amount of travel necessary to meet the objectives requiring the travel. If the purpose of the travel can be accomplished in a single day, it is expected that early morning and late evening Flights will be utilized in lieu of overnight stays to minimize hotel and meal expenditures.

In some instances, a lower common carrier fare may be obtained with weekend travel, but will result in additional lodging, meals, or other travel costs. Such weekend travel arrangements may be approved where it can be demonstrated that the common carrier fare savings exceed the additional travel costs incurred. Such weekend travel time is on an employee's own time and may not be credited towards overtime or compensatory time calculations. Any voluntary additional business days used on travel status extending beyond the business need for travel, must be charged to the employee's accrued leave balance (excluding sick leave). Any additional travel time due to unusual events or natural disasters will be handled on a case by case basis.

E. Allowable Accommodations

Allowable expenses for transportation, lodging, car rental, meals, registration fees, mileage, parking and tolls, fees for duty-related international travel, and miscellaneous Expenses can be found in Section VII (B).

F. Selection of Travel Services

The selection of an airline, hotel, rental car agency or any other travel-related vendors will be made solely within the parameters established by this policy, without regard for personal frequent-traveler or frequent-user inducements, unless the use of such inducements results in lower expense to the County.

Any travel related monetary benefits when earned while performing job related traveling and, if such travel is paid for by the County, the benefits must be turned over to the County to defray the cost of future duty related travel, if practicable.

County employees are permitted to use personal credit cards in connection with authorized business travel on behalf of the County and seek reimbursement in accordance with this policy. However, County employees shall not select services (e.g., hotels, rental cars, etc.) to secure or accrue personal benefits (e.g., reward points, or other affinity program benefits) from the use of a personal credit card in connection with business travel, if doing so results in higher cost to the County. If a higher cost results for such use of personal credit card, the employee's reimbursement from the County will be reduced by the amount of such increased cost.

County travelers shall first contact their designated department travel coordinator and provide proper authorization and documentation as well as travel criteria (e.g., dates of travel, etc.). The department travel coordinator must then utilize the County's contracted travel agency to secure and schedule all available travel services when applicable. Failure to utilize the County's contracted travel agency may result in denial of reimbursement.

G. Use of Personal Vehicles

Individuals traveling in personal vehicles to conduct County business shall comply with the guidelines in Section VI (C).

H. Use of County Vehicles

Users of County-owned vehicles shall comply with the guidelines in Section VI (A) & (B).

I. Expenses

Rates provided in the schedule of authorized expenses, as set forth in Section VII (B) of this policy, shall not be considered an allowance. County travelers shall travel at the least possible cost. County travelers are encouraged to share expenses whenever it is reasonable to do so.

J. Expense Reporting

Expense reports shall be submitted within 30 days of completion of the travel. Reimbursements submitted after 30 days may be denied. Expenses must be supported by detailed receipts or other appropriate documentation. Examples include conference agendas, MapQuest printouts supporting mileage, and itemized receipts. NOTE: Summary credit card receipts are not acceptable documentation for reimbursement as they do not contain enough itemized information. Only actual and original detailed receipts will be recognized.

K. Reimbursement

All appropriate pre-approved duty-related travel expenses will be reimbursed. Reimbursements shall not be made in the event the County traveler fails to complete the anticipated travel or to attend to County business as part of their travel.

L. Safety

The safety and well-being of County travelers is a priority. The guidelines set forth in this policy shall serve to enhance the safety of all individuals while travelling. County travelers shall comply with this policy and all other safety-related laws and regulations.

M. Employee Conduct

County travelers are responsible for conducting themselves in a manner that advances the goals of the County and increases public confidence in County government at all times. County travelers shall refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County Code, policies, or procedures. County

travelers shall exercise good judgment while traveling on County business and will observe all of the County's rules while traveling, including rules regarding personal appearance, alcohol, drug use and sexual or other harassment. Unacceptable behavior may lead to disciplinary action pursuant to the County's Personnel Policies and Procedures Manual.

N. Travel Out-of-County

County travelers are encouraged to conduct business within the County whenever it is reasonable to do so. Travel out-of-County for the primary purpose of gaining a reimbursable expense is prohibited. Additional information about types of travel and the allowable expenses, respectively, is located in Section V and VII.

O. Employees Covered by Collective Bargaining Agreements or State/ Federal Regulations

Employees covered by a collective bargaining agreement shall abide by the provisions of said agreement as they pertain to duty-related travel/staff development. Employees whose departments are also governed by state or federal regulations shall follow those regulations as they pertain to duty-related travel/staff development authority.

SECTION IV

Submitting Requests for Travel

A. Mandated Travel (Duty Related)

When travel is mandated by law as part of an employee's regular duties, a request for travel is not required. Examples of mandated travel include:

- i. An appraiser travels to a property within the County to conduct an inspection.
- ii. A social worker travels out of the County to pick up a child.
- iii. A sheriff's deputy travels out-of-state to transport prisoners.

B. Submitting a Request for Travel

- i. A County traveler must submit a request for travel prior to incurring any expenses. A request for travel is initiated once the required information is entered into OnBase. A Travel Authorization Form (Exhibit 7) and an Anticipated Travel Expense Report Form (Exhibit 8) should be submitted in OnBase to support the travel request. Each request must provide the following information:
 - a. Department Name,

- b. Department Number/Index Code,
 - c. Department Head (or authorized designee),
 - d. Name of person who prepared the request (contact) and their phone number,
 - e. Traveler name(s) (Full names of all travelers),
 - f. Name of event/Purpose of travel,
 - g. Event sponsor, if applicable (complete name of group sponsoring the event, please do not use acronyms), including the conference/training agenda or appropriate timeframe of event(s),
 - h. Location (complete address if available; otherwise city and state),
 - i. Date(s) of travel (all dates that the traveler(s) will be traveling),
 - j. Amount of known expenses (itemized expenses for the registration fees, mode of transportation, lodging, mileage, ground transportation, car rental, tolls, parking, meals, etc. If expenses vary by individual employee, provide itemized expenses for each). For meal per diems, see Section VII (B) & IV, and
 - k. Fiscal information (if grant funded, provide full name of grant and whether or not it requires a County match).
- ii. Failure to provide any of the requested information may delay the processing of the request.
 - iii. The request for travel must be entered into OnBase prior to the date of the event, if applicable. Submitters shall provide pertinent, concise information defining the purpose of the requested travel, including any available supporting documentation.
 - iv. Approval from the Fiscal Officer is required for travel and staff development requests submitted after the expense is incurred. Such requests may be denied at the County traveler's expense.
 - v. All requests for travel in the State of Ohio over \$1,000 and all out of state will be submitted through OnBase to the Fiscal Officer for approval. Once approved, the Department shall submit an Employee Voucher (Exhibit 11), a Multiple Employee Voucher (Exhibit 12) or an office voucher attaching the invoice and/or receipts (See Exhibit 1) to the Fiscal Office/Accounts Payable for payment.

C. Amending Travel Requests

Once a request for travel has been submitted, only those items approved may be considered for reimbursement. If changes occur between the time of the approval and completion of the travel, such changes must be approved by the Department Head. Each amended request must reference the original approved request for travel, the scope of the original approval, and must specifically identify the additional requested items.

D. County Travel Agent

To establish a uniform travel system, the County has retained a travel agent to provide airline, lodging, car rental and meeting services. All travel arrangements shall be made through the County's travel agent where practical and economically feasible. In addition, every effort should be made to book the respective air travel at least 14 days prior to the required travel date to maximize the potential cost savings. All airfare booked less than 14 days prior to the required travel date must provide a written explanation for the exception signed by the Department Head.

If additional fees are incurred to change, cancel or for any other reason, the traveler may be personally liable and not eligible for reimbursement unless specific approval is obtained from the department head as well as the Fiscal Officer.

The County's current travel agent is Professional Travel, which can be reached at 440-734-8800 (ask for Team 3). Contact the Fiscal Department at 216-443-7022 for additional information about the County's travel agent.

SECTION V

Types of Travel

A. In-County Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-County travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Mileage,
 - c. Parking and Tolls,
 - d. Registration fees, and
 - e. Miscellaneous expenses

- ii. Mileage may be reimbursed to/from the traveler's primary place of business to/from an in-County destination for the purpose of conducting County business. If a County traveler is approved to travel straight to/from a business destination from home without stopping at his or her County office, the mileage will be limited to the mileage difference between the business destination and the office. Parking expenses will be authorized if required at a business destination. These expenses will be reimbursed for actual cost incurred away from the individual's primary County place of business when submitted with an original receipt. All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10). All mileage submitted for approval and ultimately for reimbursement, should be incurred using the "most direct route" methodology.
- iii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in state travel of \$1,000 or more and all out of state travel must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel).
- iv. Examples of eligible in-County travel include:
 - a. An appraiser in the County Fiscal Department travels to a site within Cuyahoga County to appraise a home.
 - b. If an employee is authorized to travel directly from home to a business meeting, and drives 20 miles to reach the meeting, and the home is 15 miles from the employee's office, the employee is eligible to receive reimbursement for 5 miles. However, if it is 15 miles to/from the employee's home to the meeting site and 20 miles to/from the home to the employee's office, no mileage is eligible for reimbursement. As this example illustrates, only additional or incremental mileage above an employee's normal commute is reimbursable.

B. In-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for in-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation
 - b. Lodging,
 - c. Car rental (only when use of County or personal vehicle is impractical).
 - d. Meals,

- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls, and
- h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10).

- ii. Approval Requirements: All in-state travel under \$1,000 can be approved at the Department Head level. All in-state travel of \$1,000 or more must be approved by the Fiscal Officer. (See exceptions in Section V (E) for emergency travel). (For information on the use of County-owned fleet vehicles, see Section VI (A) & (B)).
- iii. Examples of eligible in-state travel include:
 - a. The Director of Human Resources attends a meeting at the Department of Administrative Services in Columbus.
 - b. A social worker travels to Columbus to pick up a child for placement in a local foster home.

C. Out-of-State Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for out-of-state travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:
 - a. Transportation,
 - b. Lodging,
 - c. Car rentals,
 - d. Meals,
 - e. Registration fees,
 - f. Mileage,
 - g. Parking & Tolls, and
 - h. Miscellaneous expenses.

All requested expense reimbursement should be submitted on the Travel Expense Report Form (Exhibit 9) and/or the Mileage Report form (Exhibit 10).

- ii. Approval Requirements: All out-of-state travel in any amount requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned fleet vehicles may not cross the state line unless a request for out of state travel is approved prior to such travel (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B).

iii. Examples of eligible out-of-state travel include:

- a. The Director of Development travels to Chicago, Illinois to meet with federal officials concerning an audit of a County program.
- b. An elected official meets with the Congressional Delegation in Washington, D.C.

D. International Travel

- i. A County traveler may be reimbursed for the following types of authorized expenses for international travel required in the performance of his or her duties, subject to the requirements and limitations as stated in Section VII:

- a. Transportation,
- b. Lodging,
- c. Car rentals,
- d. Meals,
- e. Registration fees,
- f. Mileage,
- g. Parking & Tolls,
- h. Fees for duty-related international travel, and
- i. Miscellaneous expenses.

- ii. Approval Requirements: All international travel in any amount requires approval of the Fiscal Officer prior to incurring travel costs. (See Section V (E) for exceptions in the case of emergency travel). Note that Cuyahoga County-owned

fleet vehicles may never be driven out of the United States under any circumstances (For additional information on the use of County-owned fleet vehicles, see Section VI (A) & (B)). Travel to any country under state department advisories should be postponed, if possible, until the state advisory is lifted. If not possible, please discuss the required travel with the legal and insurance departments prior to booking the travel. Reimbursement for international travel will be determined on a case by case basis depending on the travel destination.

iii. Examples of eligible international travel:

- a. Employees of the Department of Human Resources travel to Argentina to recruit social workers.

E. Emergency Travel

- i. In the event a County traveler is unable to secure the approvals required in paragraphs A-D of this section due to unforeseen or extenuating circumstances, the County traveler may request approval after travel expenses have been incurred. The County traveler must provide a rationale explaining why the necessary approval was not secured prior to incurring such travel expenses.
 - a. In-County, in-state and emergency travel under \$1000 only requires approval from the Department Head.
 - b. In-County, in-state and emergency travel of \$1000 or more, as well as out-of-state or international travel requires approval of the Fiscal Officer.
- ii. Any travel expenses incurred by a County traveler prior to obtaining required approvals are at the County traveler's own risk.
- iii. Information should be entered into OnBase as soon as possible.

SECTION VI
Use of Vehicles

A. County Fleet Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle is preferred. When two or more County travelers are traveling to the same destination, it is recommended that a County fleet vehicle be requested. If no County fleet vehicle is available, County travelers are requested to ride-share whenever reasonable. If "ride-share" is used, only one traveler is eligible for mileage reimbursement at the respective IRS rate. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible

for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual. (See EXHIBIT 3.)

i. Reserving a County Fleet Vehicle

Requests for fleet vehicles shall be submitted to the Department of Public Works, Fleet Services. A Vehicle Request Form can be found on Cuyahoga County's Website Department of Public Works/Fleet & Transportation Services (sample attached as EXHIBIT 2). This form should be completed, approved by the Department Head and submitted to the Public Works Department, Fleet Services within a reasonable amount of time before the requested travel date. Requests for fleet vehicles shall specify:

- a. The date(s) the vehicle will be in use,
- b. The name(s) of the County travelers who will be driving the vehicle,
- c. Copies of valid driver's license(s) of anyone who will be driving the vehicle,
- d. The destination of the vehicle, and
- e. The date the vehicle will be returned.
- f. Priority will be granted to those requestors submitting prior reservations. Unscheduled requests will be accommodated based on the availability of fleet vehicles.
- g. A credit card, restricted to the purchase of gasoline only, is available through the Department of Public Works upon request. Travelers who purchase gasoline with their own credit card or cash will be reimbursed provided an original receipt is submitted.

ii. Use of County Fleet Vehicles

County travelers shall abide by the following rules when operating County fleet vehicles:

- a. Use of fleet vehicles is restricted to an employee's regular working hours unless otherwise approved by the Department Head;
- b. Personal use of a fleet vehicle is strictly prohibited;
- c. Only those persons authorized to travel and/or drive in a County fleet vehicle shall be permitted to operate or ride in the vehicle;

- d. No County fleet vehicle may be driven out-of-state without prior approval as required in Section IV;
- e. No County fleet vehicle may be driven outside of the United States under any circumstances;
- f. All County fleet vehicles and keys must be returned by the approved date and time unless prior arrangements have been made;
- g. All County fleet vehicles must be returned in the condition they were received; if any damage is done to the vehicle, depending on the circumstances, the department or employee will be charged for repairs in accordance with Public Works policy.

iii. County Fleet Vehicle Collisions

In the event a County fleet vehicle is involved in a collision, County travelers must follow the following procedures as listed in EXHIBIT 3:

- a. Stop immediately; call the appropriate authorities, for example 9-1-1, and request medical assistance, if required; and if possible must notify supervisor;
- b. Take safety precautions, as required by law, to prevent further collisions. The County's insurance identification card is located in the vehicle's glove compartment;
- c. Exchange your name, County information and address, license plate number, and driver's license number with the other driver(s);
- d. Fully cooperate with authorities in the event of a collision. Do not make any statements other than in response to the questions of an investigating officer. No County traveler is required to make any statements he or she believes would incriminate himself/herself;
- e. Complete the Drivers Accident Report found in the vehicle's glove compartment;
- f. Have available witnesses complete a Witness Questionnaire, also located in the vehicle's glove compartment;
- g. Call the Department of Public Works, Fleet Services at 216-661-2800;
- h. Notify the County's Insurance Coordinator at 216-443-7298; and

- i. Notify your supervisor as soon as possible.

iv. County Fleet Vehicle Breakdowns

In the event a County fleet vehicle breaks down, County travelers shall comply with the following procedures:

- a. Pull the vehicle off the road, if possible, and turn on the vehicle's hazard lights.
- b. Place the orange CUYAHOGA COUNTY VEHICLE emergency placard in the window (located in the glove compartment).
- c. During regular hours call the Department of Public Works, Fleet Services at 216-661-2800. For after-hours assistance call the County Protective Services Dispatch Number at 216-443-2141 or toll free at 1-888-814-3578 24/7. Be prepared to provide the following information:
 1. Your name and department/agency name;
 2. Your supervisor's name and phone number;
 3. The County fleet vehicle information:
 -) Make, model, color, and type of vehicle;
 -) License number and last 4 digits of the vehicle identification number located on the driver's side/corner of the dashboard;
 -) The exact location of the vehicle; and
 -) Any special needs (medical needs, contacts that should be made, etc.)
- d. Stay on the line with the Protective Services Unit to provide further information or receive additional instructions. You will be advised where to meet the tow truck.
- e. For safety reasons, you may be advised to return to your vehicle. When the tow truck arrives, confirm that the service was dispatched by the Protective Services Unit.
- f. During regular business hours (Monday-Friday 7:30 a.m. – 4:30 p.m.) the vehicle will be towed to the County Fleet Services Garage. After regular business hours the vehicle will be towed to the towing company's lot.

- g. The tow truck service can usually provide a ride for the driver and one passenger to the County Garage during regular business hours, or the towing company's lot after regular business hours. Arrangements for further transportation rest with the employee.

B. Department Vehicles

Employees shall follow the procedures established by their Department Head for the use of County-owned or leased vehicles assigned to the department. All other rules governing the use of County fleet vehicles shall apply to the use of department vehicles. County travelers driving County-owned vehicles shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a County-owned vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

C. Personal Vehicles

Whenever travel by automobile is authorized, the use of a County fleet vehicle or department vehicle is preferred. However, a County traveler may use a personal vehicle when a County vehicle is unavailable or when the cost of using a County vehicle exceeds the cost of the travel mileage. Employees using personal vehicles to travel for County business shall be subject to the applicable requirements in the Personnel Policies and Procedures Manual governing employees driving on County business. Mileage reimbursement for personal vehicles is governed by the IRS. For the latest reimbursement rates, please refer to the I rate at <https://www.irs.gov/tax-professional/standard-mileage-rates/> (See Exhibit 6). Any gasoline, damages, needed service or repairs to a private vehicle are the responsibility of the vehicle's owner, as these costs are included in the per-mile cost reimbursement. County travelers shall maintain a valid driver's license and carry state required liability insurance. County travelers are solely responsible for the cost of any driving or parking infractions. Any fines, incidents, or accidents in the operation of a personal vehicle on County business must be reported in compliance with the Personnel Policies and Procedures Manual.

SECTION VII

Authorized/Unauthorized Expenses

- A. Individuals traveling on County business are expected to use the most cost-effective means of achieving the intended purpose of the trip. Emergency or unexpected travel situations should be documented if additional travel costs are incurred. All travel requests should be submitted timely and booked as early as feasible to obtain any discounts or group rates available. All expenses submitted for reimbursement are subject to review by the Department Head and the Fiscal Office. It is the responsibility of each department or agency to address the availability of funds before any

travel is requested. Receipts/invoices are required for all authorized expenses, except where otherwise provided. The respective department designated point of contact, in the case of airfare, must contact the County's travel agent prior to making any travel arrangements. The travel agency may also be used to facilitate lodging and car rental bookings although those arrangements must be paid for using your personal credit card (for which a reimbursement request should be submitted) or a pre-approved payment from the County. See Section IV (D) for note on Professional Travel.

In addition, individuals may not accept payment for, or reimbursement of, travel expenses from a third party entity/organization currently doing, or seeking to do, business with the County.

B. Authorized Expenses. The following expenses are authorized for reimbursement, subject to the limitations and exceptions in this policy:

i. Ground and other Transportation – for travel between business locations, travelers are encouraged to choose the most cost effective means of transportation available and will be reimbursed for shuttles, taxis or other comparable ride services, and local mass transit based upon comparable modes of transportation and the provision of original receipts. Other reimbursable transportation expenses include parking, bridge, and highway and tunnel tolls. Such transportation expenses exceeding ten dollars per expenditure require detailed and itemized receipts, except for tolls paid into an automatic coin drop and parking meters. Other potential authorized travel expenses include:

- a. Airfax;
- b. Public transit, including trains; and
- c. Other as approved by the respective Department Heads and/or Fiscal Officer.

ii. Lodging

- a. County travelers shall seek accommodations that are safe, offer a good value, and meet business needs. County travelers requiring reasonable accommodations may notify the County's travel agent of any special needs.
- b. Many hotels/motels will offer a corporate or government rate when requested, which should be utilized whenever available and economically feasible.
- c. For reservation purposes, the County is State of Ohio Political Subdivision #29. The County's federal tax identification number is 34-6000817. If the hotel requires additional confirmation of the County's tax-exempt status, contact the Office of Procurement and Diversity (OPD) at 216-443-

7202 for the County's official tax-exempt form (EXHIBIT 4).

- d. Authorized expenses for lodging shall not exceed the lowest available single room rate. County travelers must produce an itemized bill, indicating payment to be eligible for reimbursement, as some charges may not be authorized expenses.
- e. The County is a tax exempt organization. It is always exempt from State of Ohio sales tax. The Ohio tax exemption form is available from OPD by calling 216-443-7202. To help ensure tax-exempt treatment, the following steps should be followed:
 - 1. When the reservation is made, advise the hotel representative that the County is a tax-exempt organization, and inquire as to the appropriate process to follow.
 - 2. Obtain a copy of the tax exemption certificate from OPD. Present it at the time of registration and payment.
 - 3. Any questions on the payment of sales tax should be directed to OPD.

iii. Car Rental

- a. Authorized expenses for car rental shall not exceed the lowest available rate for a compact or mid-sized vehicle, dependent on need.
- b. County travelers shall consider other, more economical alternatives to car rental whenever feasible. The County's travel agent has negotiated agreements with many car rental agencies. Travelers should consult the County travel agent for possible alternatives at your destination that may meet their needs. See Section IV (D) above.

iv. Meals

- a. County travelers may be reimbursed for meals purchased outside of Cuyahoga County for each day of approved travel that includes an overnight stay. Authorized meal expenses shall be supported by actual receipts and capped at a flat per diem daily allowance. The reimbursement of meals is designed to offset the additional cost of travel, and not to entirely pay for the employee's meal expenses while on authorized travel status.

1. A maximum per diem of \$50 per day in regular-price locations and \$60 per day in premium-price locations (See EXHIBIT 4) for listing) shall be reimbursed to an employee on authorized travel with valid receipts. Expenses greater than these amounts shall not be reimbursed nor will any reimbursement be made for alcoholic beverages.
2. If an employee is eligible for the meal reimbursement, but the duty-related travel does not constitute a full day, the per-day maximum shall be reduced by the following amounts depending on the day and time of the travel: (For regular-price and premium-price locations respectively).

	Regular Price Locations	Premium Price Locations
Breakfast	\$9.00	\$12.00
Lunch	\$13.00	\$16.00
Dinner	\$28.00	\$32.00
Total	\$50.00	\$60.00

Reimbursement is authorized for breakfast when as employee is on authorized travel anytime between the hours of 12:01 a.m. and 8:00 a.m.; for lunch when an employee is on authorized travel status anytime between the hours of 8:01 a.m. AND 6:00 p.m.; and for dinner when an employee is on authorized travel status between 6:01 p.m. and 12:00 a.m.

When registration fees include meals (e.g., breakfast, luncheon with speaker, etc.), or if meals are included in the cost of a hotel stay, the normal allowance as listed in the table for said meals shall be deducted from the daily per diem allowance.

- b. If a meal is offered as part of the event and the employee has medical restrictions, the employee should make every effort to have the conference facilitate his or her needs. If the event does not honor the request, the employee may be reimbursed, but must include supporting documentation. Additional expenses for medical and/or religious dietary needs will be considered on a case-by-case basis by the Department Head. If an employee on duty-related travel dines with another employee, each shall pay their own bill.
- c. All meal reimbursements must be supported by original detailed receipts. Summary credit card receipts will not qualify as original receipts as they are not always itemized.

- d. NOTE: Gratuities are included in the maximum daily meal allowances and/or individual meal maximums. An employee may opt to use room service for meal(s) while on travel. In this case, the cost of room service will be included in the daily meal allowance.

v. Registration Fees

- a. County travelers may be authorized to attend a meeting or convention sponsored by an association or a workshop, seminar, webinar, on-line course, or training course sponsored by an agency, institution, or association.
- b. The County will pay for or reimburse an employee for approved expenses related to continuing education, if such education is a requirement for continued employment.
- c. The County may approve payment or reimbursement for other educational opportunities that provide professional development at the discretion of the Department Director, Chief or County Executive.
- d. Conferences, meetings, and staff development may include the cost of registration fees. If membership fees are included in the registration fee, the cost of membership must be separated from the registration fee and listed separately on all documentary evidence and the reimbursement voucher. An agenda and/or schedule of events must also be attached to the reimbursement voucher. Only the actual expense of registration fees will be reimbursed.
- e. Expenses for optional recreational activities that are not included in registration fees and will not be reimbursed.

vi. Mileage

- a. County travelers using a personal vehicle may be reimbursed for authorized travel at the standard mileage rate(s) currently established by the Internal Revenue Service for business miles driven. For the latest reimbursement rates, please refer to the IRS rate <https://www.irs.gov/tax-professionals/standard-mileage-rates/> (See Exhibit 6). It is the responsibility of the County traveler to confirm the current rate for reimbursement.
- b. Bargaining unit employees should refer to their union contract for approved mileage reimbursement rate(s). Mileage reimbursement shall be allowed for travel from an employee's regular worksite to an alternate worksite or training/conference location, and vice versa.

- c. When a County traveler is required to travel to a worksite other than his/her main worksite, the employee will be reimbursed only for the mileage in excess of that which would have been incurred by the County traveler's normal commute.
- d. When a County traveler travels from his/her residence to a worksite other than his/her main worksite but travels through the general area of the main worksite, mileage reimbursement will be based on the mileage from the main worksite to the other worksite, and vice versa.

vii. Parking and Tolls

- a. The actual expenses of parking costs, including airport long-term parking expenses and tolls will be reimbursed when an employee is authorized to travel. Valet parking will not be reimbursed unless no other parking options are available.

v. Fees for Duty-Related International Travel

- a. Fees for duty-related international travel may be authorized by the Fiscal Officer. Passport application fees are the responsibility of the County traveler and are not eligible for reimbursement. County travelers shall consult the County's travel agent for all international travel arrangements. (See Section IV (F)).

ix. Miscellaneous Expenses

- a. Actual expenses for telephone services, data and internet services, faxes, remote computer connections, printing, Wi-Fi access, and other necessary resources used for conducting official business may be reimbursed. Any miscellaneous fees used for non- County business will not be reimbursed.

C. Unauthorized Expenses _

The following expenses are not eligible for reimbursement under any circumstances:

- i. Alcoholic beverages;
- ii. Cosmetic items;
- iii. Entertainment;
- iv. Laundry/Dry cleaning;
- v. Room service (except charges for meals, which will be considered an authorized expense up to the allowable maximums in Section VII (B)(iv);

- vi. Parking/speeding tickets or other moving violations;
- vii. Valet parking: If no other parking options are available, valet parking may be reimbursed;
- viii. Personal telephone calls or internet usage;
- ix. Personal miscellaneous expenses;
- x. Private vehicle repairs;
- xi. Travel insurance expenses – air, rental car etc.;
- xii. Spouse/dependent travel costs;
- xiii. Meal costs exceeding the maximum per day amount;
- xiv. In-flight movies, hotel room movies and video games;
- xv. Lost and overweight baggage;
- xvi. Medical expenses;
- xvii. Credit card finance charges;
- xviii. Vacation or extended stay expenses related to personal days before, during or after County travel. NOTE: Additional expenses related to “beyond-your-control” events will be handled on a case by case basis); and
- xix. Political expenses.

SECTION VIII

Exceptions, Amendments, & Ethics

- A. Exceptions: This policy is not intended to address every issue, exception or contingency that may arise in the course of travel. Upon written request submitted to the Fiscal Officer, by the employee, the Fiscal Officer, County Executive or designee may grant exception to this policy at his or her discretion.
- B. Ethics: No employee or official of Cuyahoga County shall solicit or receive travel expenses from a party that is regulated by, or doing or seeking to do business with, the particular department involved.
- C. Submission of false reimbursement claims may result in disciplinary action.

EXHIBITS

EXHIBIT 1 – VOUCHER

EXHIBIT 2 – COUNTY FLEET VEHICLE REQUEST FORM

EXHIBIT 3 – TRAVEL/DRIVING ON COUNTY BUSINESS POLICY/PROCEDURES

EXHIBIT 4 – COUNTY TAX EXEMPT FORM

EXHIBIT 5 – PREMIUM TRAVEL AREAS

EXHIBIT 6 – IRS.GOV – STANDARD MILEAGE RATE CHART

EXHIBIT 7 – TRAVEL AUTHORIZATION FORM

EXHIBIT 8 – ANTICIPATED TRAVEL EXPENSE REPORT FORM

EXHIBIT 9 – TRAVEL EXPENSE REPORT FORM

EXHIBIT 10 – MILEAGE REPORT FORM

EXHIBIT 11 – EMPLOYEE REIMBURSEMENT VOUCHER

EXHIBIT 12 – MULTIPLE EMPLOYEE VOUCHER



VEHICLE REQUEST FORM
FLEET SERVICES
 4000 Brookpark Rd.
 Phone (216) 661-2800 • Fax (216) 661-5520

Please fill out completely
 Requesting person, please fill out top section and have Dept. Supervisor fill/sign 2nd section.

**DRIVER'S
 INFORMATION**

Department Requesting Use of Vehicle(s) _____ Driver(s) _____

Destination _____ Contact No. _____

Pick-up Date _____ Time _____ Return Date _____ Time _____

TYPE OF VEHICLE NEEDED: Sedan 7 Pass. Van w/seats
 Cargo Van Mini Van w/one seat removed
 15 Pass. Van Mini Van w/both seats removed

Signature _____ Contact No. _____ Index Code _____

Chargeback rates to Department \$.521

FLEET SERVICES Approved Disapproved.
 USE ONLY

Reason for disapproving request _____

Signature _____

HOURS OF OPERATION ARE 7:00 A.M. TO 4:00 P.M.
VEHICLES MUST BE RETURNED/PICKED-UP BY 4:00 P.M.
COUNTY GARAGE DOES NOT PROVIDE PARKING OR PICK-UP AND DROP-OFF SERVICES TO CUSTOMERS

EXHIBIT 2

**Section 16:
TRAVEL / DRIVING ON COUNTY
BUSINESS**

16.01 Traveling on County Business

Employees may be required to travel on County business in conjunction with their normal job assignments or in order to fulfill a special departmental need. Any decision to travel must be made in accordance with the policies and procedures set forth in the Cuyahoga County Travel Policy. An employee may be denied reimbursement for their travel expenses and may be subject to discipline, up to and including removal, if they fail to follow the policies and procedures set forth in the Cuyahoga County Travel Policy. **A copy of the Cuyahoga County Travel Policy is available on the County intranet. A copy may also be obtained by contacting Human Resources.**

County employees who are required to travel are responsible for conducting themselves, at all times, in a manner that advances the goals of the County and increases public confidence in County government. This requires County employees to refrain from behavior that might be harmful to the County's interests, or which violates or conflicts with County policies, practices and/or procedures. County employees shall exercise good judgment while traveling on County business and shall observe all of the County's rules while traveling, including, but not limited to rules regarding:

- Personal appearance ([Section 13.02](#));
- Alcohol and drug use ([Section 7.01](#)); and
- Sexual or other workplace harassment ([Section 4.03](#)).

Any failure to adhere to these requirements constitutes an infraction of the County Discipline Policy ([Section 13](#)), which may result in disciplinary action, up to and including removal from County employment.



16.02 Safety Belt Usage

The County recognizes that safety belts are an important item of personal protective equipment and that safety belts save lives and reduce the severity of injuries to those who wear them. It is the County's commitment to do everything reasonable to prevent injuries to employees and damage to property and to protect the County, its employees and the general public from the results of vehicle accidents.

This policy applies to all County employees and to all occupants of vehicles driven by employees on County business. Occupants shall use safety belts in all vehicles driven on County business (whether County owned or privately owned vehicles). It is especially important that all employees demonstrate their commitment to and support of this policy by their strict adherence to it.

Any employee who is cited by a law enforcement agency for not wearing a safety belt will be responsible for any fines or other actions that may result as part of the citation. Employees who violate this policy may be subject to disciplinary action, up to and including removal.

16.03 Driving on County Business / Use of County Fleet Vehicles

Every employee who drives or operates a County fleet vehicle at any time, or who operates any motor vehicle (i.e., employee's personal vehicle, rental vehicle) on, or in the course of County business must strictly adhere to the following requirements:

- The employee must have and maintain at all times, without interruption, a valid driver's license and the minimum automobile insurance coverage required by Ohio law. Employees are solely responsible to make sure that their licenses and automobile insurance are properly renewed/maintained.
- Employees are responsible to make sure that the Ohio Bureau of Motor Vehicles (BMV) has the employee's correct mailing address. Employees can notify the BMV of an address change by visiting the BMV website (<http://www.ohiobmv.com/>). If the BMV sends notification of a license suspension or other mailing to the address in its records, the employee is deemed to be properly notified and held responsible for having knowledge of the suspension or other matter.
- If the employee's driver's license and/or insurance is expired, suspended, revoked, or otherwise invalid, the employee shall immediately report this fact to their immediate supervisor, and immediately stop driving on, or in the course of County business. The employee's Department Director, with the concurrence of the Director of Human Resources, may allow the employee to resume driving on, or in the course of County business upon the employee providing acceptable proof of insurance coverage and driver's license (or appropriate occupational driving privileges granted by a court of competent jurisdiction). Other conditions may be imposed as appropriate in light of the circumstances of each individual case.

NOTE: Driving records are public information. County management has the authority and does conduct routine inspections of the driving records of its employees. Employees who are required to drive on, or in the course of County business are encouraged to periodically visit the Ohio BMV website (<http://www.ohiobmv.com/>) to monitor the status of their license.

- All occupants (including non-employees) of any motor vehicle being used on, or in the course of County business are required to wear a safety belt at all times.
- Employees who are required to transport children on, or in the course of County business must follow all applicable Ohio laws regarding the use of car seats or other restraints.
- Employees must follow all traffic laws and parking regulations. Employees are solely responsible for the cost of any driving/moving infraction/violation, parking

Cuyahoga County Department of Human Resources Policies and Procedures Manual		Section 16.03 (I) Last Revised: 4/5/11
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tickets, impound charges, towing charges, and/or storage charges incurred while driving a County fleet vehicle or any vehicle on, or in the course of County business.

- The use of **alcohol** and/or other **controlled substances** – including a prescription or over the counter medication, which may temporarily render an employee unable to operate a vehicle safely – is strictly prohibited.
- An employee involved in a **motor vehicle accident** must strictly adhere to the vehicle accident reporting requirements set forth in **Section 16.04** of this Manual.

NOTE: It is strongly recommended that an employee operating a vehicle pull to a safe location and park the vehicle **before** using a cell phone. It should also be noted that several municipalities strictly prohibit the use of a cell phone while driving.

Use of County Fleet Vehicle

Immediately upon becoming aware of the need for the use of a County fleet vehicle, a County employee should contact the Fleet Services Department at (216) 443-8952 to determine if a vehicle is available on their travel date. If a vehicle is available, the employee should submit a Vehicle Request Form to the Fleet Services Garage via facsimile at (216) 443-7806.

A County employee that operates a County fleet vehicle must adhere to the following **additional** requirements:

- **Personal use** of a fleet/pool vehicle is strictly prohibited.
- Fleet/pool vehicles may only be used during the **employee's regular working hours** or as approved by the employee's department management.
- Fleet/pool vehicles shall only be **operated by County employees**.
- **Non-County employees** shall not travel in a fleet/pool vehicle unless specifically authorized by the employee's department management.
- **Smoking** is strictly prohibited inside a fleet/pool vehicle.
- Employees must comply with the Cuyahoga County **Vehicle Idling** Policy. A copy of the Idling Policy can be obtained by contacting the Fleet Services Department or by logging onto the County intranet.
- Fleet/pool vehicles may not be driven **out-of-state** without prior approval by the County.
- Fleet/pool vehicles may never be driven **out of the country**.
- Fleet/pool vehicles and keys must be **returned** by the specific date and time given and in the condition that they were received.

Cuyahoga County
Department of Human Resources
Policies and Procedures Manual



Section 16.03 (2)

Last Revised: 4/5/11

16.04 Vehicle Accident Reporting Procedure

For purposes of this Section, a "vehicle accident" is an accident that results in property damage and/or physical injuries to any parties involved in the accident.

Employee Duties

An employee involved in a vehicle accident either, (1) occurring in the course of County business in a private/rental vehicle, or (2) occurring in a County vehicle at any time, **must** follow the following steps:

- 1) **Remain at the accident site unless it is necessary to immediately go to hospital.**
- 2) **Contact the appropriate authorities (i.e., dial 911).**
- 3) **Contact County Protective Services at 216-443-2141 or 1-888-814-3578.**
- 4) **Contact their immediate supervisor.**

After such accidents, the County employee may be required to submit to an alcohol and drug test depending on the circumstances. (See Section 7.04 for more information on County drug/alcohol testing policies and procedures.) Therefore, the employee shall remain at the accident site until they receive further instruction from either their supervisor, Protective Services or the Fitness for Duty Coordinator.

NOTE: An employee who is incapacitated and/or transported by EMS to the hospital as a result of a vehicle accident shall contact their immediate supervisor as soon as practicable.

Supervisor Duties

Upon receipt of notification of a vehicle accident involving a County employee, the supervisor shall immediately notify County Protective Services (216-443-2141).

Any failure to conform to the requirement set forth in this Section constitutes an infraction of the County Discipline Policy (Section 13), which may result in disciplinary action, up to and including removal from County employment.



INSURANCE IDENTIFICATION CARD - Ohio

EXHIBIT 3
Page 6 of 6

COMPANY
CUYAHOGA COUNTY

EFFECTIVE DATE
08/01/2015

EXPIRATION DATE
07/31/2016

YEAR MAKE/MODEL
FLEET

VEHICLE IDENTIFICATION NUMBER

NAME OF INSURER/INSURED
CUYAHOGA COUNTY
c/o DEPARTMENT OF LAW, RISK MANAGEMENT DIVISION
2079 East 9th Street
Cleveland, Ohio 44115

SEE IMPORTANT NOTICE ON REVERSE SIDE

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION

If you are involved in an accident:

1. Remain at the scene. **Do not admit fault.**
2. **Call the police** to report the accident, (911), then call **Protective Services** at **216-443-2141**.
3. **Exchange information** with the other driver(s). Obtain any witness information
4. **Write down the plate number, state, and/or vehicle identification number of each vehicle involved.**
5. **Contact Risk Management** at **216-443-7298** within 24 hours.

2428 8 05 2014





STEC-B
Rev. 3/15/04

EXHIBIT 4

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

Cuyahoga County identified as tax exempt (No. 29 Political Sub-Division State of Ohio)
Cuyahoga County Federal I.D. No. 34-6000-817.

Purchaser must state a valid reason for claiming exception or exemption.

Cuyahoga County

Purchaser's name

2079 E. 9 Street

Street address

Cleveland, Ohio 44115

City, state, ZIP code

Purchasing Administrator

Signature

Title

Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

Exhibit 5

List of Premium Price Locations

State of California

Washington, DC

Chicago, IL

State of Florida

Boston, MA

Las Vegas, NV

State of New York

Philadelphia, PA

State of Texas

State of Arizona

New Orleans, LA

Baltimore, MD

Atlanta, GA

EXHIBIT 6

Home > Tax Pros > Standard Mileage Rates

Standard Mileage Rates

English

Enrolled Agents

Annual Filing Season Program Participants

Enrolled Retirement Plan Agents

Certified Professional Employer Organizations (CPEO)

Enrolled Actuaries

E-File Providers

Modernized e-File

The following table summarizes the optional standard mileage rates for employees, self-employed individuals, or other taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes.

Period	Rates in cents per mile			Source
	Business	Charity	Medical Moving	
2017	53.5	14	17	IR-2016-169
2016	54	14	19	IR-2015-137
2015	57.5	14	23	IR-2014-114
2014	56	14	23.5	IR-2013-95
2013	56.5	14	24	IR-2012-95
2012	55.5	14	23	IRB-2012-02
July 1 - Dec. 31, 2011	55.5	14	23.5	IR-2011-69
Jan. 1 - June 30, 2011	51	14	19	IR-2010-119
2010	50	14	16.5	IR-2009-111
2009	55	14	24	IR-2008-131
July 1 - Dec. 31, 2008	56.5	14	27	IR-2008-82
Jan. 1 - June 30, 2008	50.5	14	19	IR-2007-192
2007	48.5	14	20	IR-2006-168
2006	44.5	14	18	IR-2005-138
2005	40.5	14	15	IR-2004-139 Pub. L. 109-73 IR-2004-99
2004	37.5	14	14	IR-2003-121
2003	36	14	12	Rev. Proc. 2002-61
2002	36.5	14	13	Rev. Proc. 2001-54



Travel Authorization Form

EXHIBIT 7

EMPLOYEE NAME	TRAVELER TITLE	EMPLOYEE VENDOR NUMBER	REQUEST DATE	TA
DEPARTMENT	DIVISION	TA REQUEST PREPARER NAME	TA REQUEST PREPARER PHONE NO.	
Summary of proposed trip including city and state:				
INCLUSIVE DEPARTURE/RETURN		INCLUSIVE ATTENDANCE DATES		IF GOING FROM DIVISION
FROM	TO	FROM	TO	ESTIMATED COST
COMPLETE TITLE OF EVENT				
COMPLETE NAME OF GROUP SPONSORING EVENT				
Explanation of request. Explain purpose and justification. If more than one person is traveling, indicate why. Attach a copy of agenda, course description or invitation.				

I herby certify that the requested travel complies with the Cuyahoga County's travel policy

CHIEF EXECUTIVE OR DESIGNEE IF TRAVEL GREATER THAN \$1,000	DATE	DEPARTMENT DIRECTOR	DATE
OFFICE OF BUDGET AND MANAGEMENT (IF NECESSARY)	DATE	DIRECTOR OF FINANCE (IF NECESSARY)	DATE

CHART OF ACCOUNTS

ACCOUNT	FUND CODE	DRG CODE	PROGRAM	SUB CLASS	PROJECT GRANT	BUDGET YEAR	AMOUNT	PC LIMIT	ACTIVITY	RESTYPE	RES CAT	RES SUBCAT

EXHIBIT 7



Anticipated Travel Expense Report

EXHIBIT 8

EMPLOYEE NAME	PHONE NUMBER	TRAVEL PURPOSE	DESTINATION								
EXPENSE DETAIL				SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED											
LODGING (Excluding Meals)											
BREAKFAST											
LUNCH											
DINNER											
SUBTOTAL MEALS	0	0	0	0	0	0	0	0	0	0	0
REGISTRATION											
AIRFARE											
CAR RENTAL											
TAXI, BUS, TRAIN, TOLLS, ETC.											
NUMBER OF MILES DRIVEN											
REIMBURSEMENT RATE PER MILE											
MILEAGE REIMBURSEMENT	0	0	0	0	0	0	0	0	0	0	0
TELEPHONE AND POSTAGE											
OTHER EXPENSES (Itemize)											
TOTALS	0	0	0	0	0	0	0	0	0	0	0

FUNDING SOURCE:

EXHIBIT 8



Travel Expense Report

EXHIBIT 9

EMPLOYEE NAME	SUBMISSION DATE	TRAVEL PURPOSE <input type="checkbox"/> TRAINING <input type="checkbox"/> NON-TRAINING	DEPARTMENT	DESTINATION
		DOCUMENT REFERENCE NO. TA		

EXPENSE DETAIL	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
MONTH & DATES COVERED								
LODGING (Excluding Meals)								
BREAKFAST								
LUNCH								
DINNER								
SUBTOTAL MEALS	0	0	0	0	0	0	0	0
REGISTRATION								
AIRFARE								
CAR RENTAL								
PARKING, TAXI, BUS, TRAIN, TOLLS, ETC								
NUMBER OF MILES DRIVEN								
REIMBURSEMENT RATE PER MILE								
MILEAGE REIMBURSEMENT	0	0	0	0	0	0	0	0
TELEPHONE AND POSTAGE								
OTHER EXPENSES (Itemize)								
TOTALS	0	0	0	0	0	0	0	0

Cash Advances Received (Warrant # _____)				COUNTY PREPAID AMOUNT
If total is in parentheses, this is amount due County. If total is not in parentheses, this is the amount due employee. TOTAL				\$0.00

ATTACH ALL ORIGINAL RECEIPTS TO THIS FORM				
TRAVELER'S CERTIFICATE: I certify that the expenses identified in this report are limited to those which I actually incurred on County business and that these expenses meet the requirements of the County Travel Policy or applicable collective bargaining contract. In the event that I am driving a privately owned motor vehicle on County business, I also certify that I am insured under a policy of liability insurance meeting the requirements as described in the County Travel Policy.	APPROVED EXECUTIVE OR DESIGNEE	DATE		
	APPROVED DIRECTOR	DATE		
	PROCESSED ACCOUNTS PAYABLE	DATE		

EXHIBIT 9



Mileage Report

EXHIBIT 10

DEPARTMENT	CAR OWNER NAME	LICENSE NUMBER	MONTH	YEAR	INSURED BY																																																																																																																																																																											
<table border="1"> <thead> <tr> <th>DATE</th> <th>POINTS OF TRAVEL FROM TO</th> <th>METER READING START FINISH</th> <th>PURPOSE OF TRIP</th> <th>TOTAL MILES</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3">TOTAL</td> <td></td> <td>0</td> </tr> </tbody> </table>							DATE	POINTS OF TRAVEL FROM TO	METER READING START FINISH	PURPOSE OF TRIP	TOTAL MILES																																																																																																																																																																	TOTAL				0
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EXHIBIT 10



EMPLOYEE REIMBURSEMENT VOUCHER

F

Department Approval _____ Phone Ext. _____

Dept. Name _____

Date _____

Fleet _____

Received By _____

Payee _____

Purpose _____

EV 1700732

DOCUMENT NUMBER: _____

VENDOR NUMBER: _____

DOCUMENT AMOUNT: _____

Y/N: _____

LINES: _____

DOC. SUFFIX NO.	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT DETAIL	PROJECT DETAIL
01	●					
	Description					
02	●					
	Description					
03	●					
	Description					
04	●					
	Description					
05	●					
	Description					
06	●					
	Description					

EXHIBIT 11





MULTIPLE EMPLOYEE VOUCHER

Y 01
VIN # LINES

NAME		ER 1702231		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL	
DOC. SUFFIX NO.	01	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	DOCUMENT AMOUNT			
Description											

Y 01
VIN # LINES

NAME		ER 1702232		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL	
DOC. SUFFIX NO.	01	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	DOCUMENT AMOUNT			
Description											

Y 01
VIN # LINES

NAME		ER 1702233		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL	
DOC. SUFFIX NO.	01	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	DOCUMENT AMOUNT			
Description											

Y 01
VIN # LINES

NAME		ER 1702234		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL	
DOC. SUFFIX NO.	01	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	DOCUMENT AMOUNT			
Description											

EXHIBIT 12

Y 01
VIN # LINES

NAME		ER 1702235		DOCUMENT NUMBER		VENDOR NUMBER		GRANT DETAIL		PROJECT DETAIL	
DOC. SUFFIX NO.	01	TRANSACTION AMOUNT	INDEX CODE	SUB OBJECT	USER CODE	GRANT	PROJECT	DOCUMENT AMOUNT			
Description											



Department Approval _____ Date _____ Dept. Name _____ Phone Ext. _____