

LCCS POLICY 210

Mileage Reimbursement

Original Issue Date:	2/13/1989
Revision Dates:	8/23/1995, 2/4/1999, 6/1/2020
Revision Number:	3
Current Effective Date:	6/1/2020
Board Approval Date:	12/8/2008
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All LCCS Staff
Responsibility:	Director of Administrative Services, Fiscal Department, Employee's Immediate Supervisor
Purpose:	To establish guidelines for the reporting and reimbursement of job-related mileage, parking, and tolls.
Legal Cite:	O.R.C. §§ 5153.10, 5153.16

POLICY STATEMENT

LCCS employees will be reimbursed for mileage, parking and tolls incurred in the performance of their job.

PROCEDURE - including required timeframes and documentation

Mileage may not be claimed for commuting between work and place of residence or for personal time (lunches, etc.).

Daily mileage used for work purposes must be recorded in the Oracle Expense Module.

Employee should provide all pertinent information in the Oracle Expense Module including, but not limited to: the date, odometer readings, the address and city/state of each destination, and the number of miles driven and reason for travel. Any detours from direct travel route which add to travel distance (i.e., construction, accident or train delays), must be noted.

If the employee leaves from and/or returns to their place of residence rather than the agency, they should record the lesser number of miles to/ from their job - related destination from/to the residence or agency.

Travel distance between addresses will be checked against Google Maps for accuracy.

Receipts for parking or tolls must be uploaded as an attachment to the Expense Report in the Oracle Expense Module. If no receipt is obtained, staff must check mark the box stating "No Receipt is Attached", document the reason in the description box, fill out a "No receipt affidavit form", have the form notarized and then upload it into Oracle as a substitute for the lost receipt. The receipt affidavit form and information on agency staff that are notaries can be obtained from the Fiscal Department.

After creating the Expense Report, staff will then check the box indicating "I have read and accept the corporate travel and expense policies" and then submit the Expense Report. Checking this box constitutes agreement with the accuracy of all items in the Expense Report.

Approvals

Submitted mileage will be approved by the immediate supervisor. Approved reports will then be routed electronically to the LCCS Accounting Department for further approval and authorization for payment.

Mileage being claimed for dates more than ninety (90) days prior to submission of an Expense Report must first be routed to the Department Manager or Director for approval.

LCCS approvers will check the Expense Report for required details, mileage accuracy, accurate account numbers, and proper city and state designations and will calculate the reimbursement using rates consistent with internal revenue service (IRS) regulations. If any information is incorrect or missing, the employee will be notified by email that the Expense Report has been rejected. Employees will be notified by Accounting of mileage rate changes.

It is the responsibility of the employee's immediate supervisor to clarify any discrepancies with the employee prior to approval of the Expense Report.

By submitting a mileage expense report, an employee is certifying that he/she holds a valid Driver's License and automobile insurance coverage as required by their state of residence and that their automobile is legally registered and reliable to the best of his/her knowledge.

Submission of false mileage claims shall result in disciplinary action, up to and including termination.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Form #1422 (Daily Mileage Report)
LCCS Form #1423 (Summary Mileage Report)
LCCS Form #4634 (Affidavit)