

RESOLUTION NO. 1863

**A RESOLUTION ADOPTING A MILEAGE REIMBURSEMENT POLICY FOR THE CITY OF UHRICHSVILLE, OHIO**

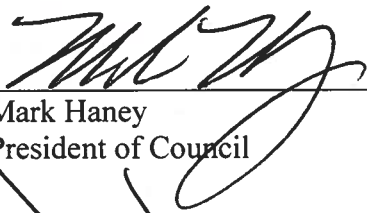
WHEREAS, Uhrichsville City Council has discussed the need to establish and implement a mileage reimbursement policy to be followed by all City employees and officials, and;


WHEREAS, Uhrichsville Council has reviewed the mileage reimbursement policy as proposed by the Uhrichsville Law Director.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF UHRICHSVILLE, STATE OF OHIO, as follows:**

**SECTION 1:** The Mileage Reimbursement Policy attached hereto shall go into force immediately, thereby regulating the manner in which City employees and officials are reimbursed for travel expenses in relation to City business.

PASSED this 22<sup>nd</sup> day of August, 2019

  
\_\_\_\_\_  
Mark Haney  
President of Council

  
\_\_\_\_\_  
Rick Dorland  
Mayor

Certified by:

  
\_\_\_\_\_  
Trisha Addison  
Clerk

Attested to:

  
\_\_\_\_\_  
James J. Ong  
Law Director

**CITY OF UHRICHSVILLE, OHIO**  
**MILEAGE REIMBURSEMENT POLICY**

Upon careful consideration and discussion, the Council of the City of Uhrichsville, Ohio hereby adopts the following rules and regulations regarding reimbursement to City employees for necessary and legitimate travel reimbursement expenses:

1. **GENERAL REQUIREMENTS.** These guidelines are intended to provide employees who are duly authorized to travel on behalf of the City with adequate levels of transportation, lodging, meals and other services necessary to conduct the City's business. City employees who are traveling at the City's expense and/or for City business are expected to exercise the same care in incurring travel expenses that prudent person would exercise if traveling on personal business and expending personal funds.  
Appropriate efforts must be taken to contain and control travel expenses.
2. **AUTHORIZATION.** Subject to the exemption contained hereinbelow, prior approval by an employee's supervisor must be granted in order for an employee to travel and be reimbursed at City expense. Travel requests should be submitted a minimum of seven (7) days prior to the date of travel. Failure to submit a request timely may result in the request for reimbursement being denied.
3. **TRAVEL BY MAYOR AND SERVICE DIRECTOR.** Council acknowledges that the Mayor and Service Director travel in their personal vehicles to monitor matters and projects occurring throughout the City. As such, the Mayor and Service Director are not required to obtain preapproval for such travel within the City.
4. **TRAVEL IN PRIVATE VEHICLE.** The use of City owned vehicles is preferred. However, as stated hereinabove, Council acknowledges that the Mayor and Service

Director must utilize their personal vehicles for City travel purposes. Travel in a privately owned vehicle, for purposes of conducting City business, is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of Ohio Revised Code Section 4509.51.

5. **RATE OF MILEAGE REIMBURSEMENT.** Reimbursement of mileage expenses incurred by City employees on City business shall be paid according to the standard mileage reimbursement rate as established each year by the Internal Revenue Service. Reimbursement shall be made only for actual miles driven. Reimbursement shall be made to only one (1) of two (2) or more City employees traveling in the same privately owned automobile, with reimbursement being issued to the owner of the privately owned automobile so utilized. A City employee shall not be reimbursed for mileage commuting from his/her residence to his/her City headquarters, nor from his/her City headquarters to his/her residence. The costs and expenses to operate a privately owned vehicle, including but not limited to gasoline, damages, and necessary service or repairs, are the sole responsibility of the City employee, as those costs are included in the per mile rate of reimbursement.
6. **RECEIPTS MUST BE SUPPLIED PRIOR TO REIMBURSEMENT.** The right of a City employee to reimbursement for travel expenses is contingent upon him/her providing original, itemized receipts to the City Auditor. In regard to mileage reimbursement requests, the City employee must provide the City Auditor with a detailed log of the miles driven, including a listing of dates of travel, miles traveled, and purpose for travel.

7. **TIME FOR REIMBURSEMENT REQUEST.** Requests for reimbursement for travel expenses, including mileage reimbursement requests, must be made by City employees no later than thirty (30) days after the date of occurrence.
8. **DISCRETION OF CITY AUDITOR.** The City Auditor shall have discretion as to whether a requested travel expense reimbursement may be made by the City to the City employee. Objections to the decision of the City Auditor in regard to reimbursement requests shall be timely forwarded to the City's Finance Committee for consideration.