



Greater Cleveland
Regional Transit Authority

1240 West 6th Street
Cleveland, Ohio 44113-1302
Phone: 216-566-5100
riderta.com

MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, October 6, 2020** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon.

In accordance with House Bill 197 of the 133rd General Assembly, signed by the Governor of the State of Ohio on March 27, 2020, the March 9, 2020 order of the Governor of the State of Ohio declaring a public health emergency and the April 30, 2020 order of the Director of the Ohio Department of Public Health prohibiting any gathering of ten (10) or more people, this meeting will be live-streamed on RTA's Facebook page (www.facebook.com/rideRTA) for staff and members of the public. **Only Board members and required RTA staff will be allowed in the Board Room.** The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M.

External and Stakeholder Relations & Advocacy Committee

- GCRTA Strategic Plan – Presentation by Strategic Plan Consultants, HDR on the 2020-2030 Strategic Plan and Key Initiatives.

- Community Training & Development Sites (Job Hubs): Presentation on Partnership between Cuyahoga Community College (Tri-C) and Greater Cleveland Regional Transit Authority.

Audit, Safety Compliance and Real Estate Committee

- Safety Update - Status of the Public Transportation Agency Safety Plan (PTASP) performance targets.

Committee of the Whole

- Code Book Update Project – Presentation on the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.
 - Chapter 656 - Travel Policy and Procedures

India L. Birdsong
General Manager, Chief Executive Officer

ILB:tab
Attachment

REVISED 10-5-20

AGENDA

RTA EXTERNAL & STAKEHOLDER RELATIONS & ADVOCACY COMMITTEE

Tuesday, October 6, 2020

Committee Members: Ms. Valarie J. McCall - Chair
 Rev. Charles P. Lucas - Vice Chair
 Mr. Justin M. Bibb
 Mayor Michael P. Byrne
 Ms. Luz N. Pellot

- I. Roll Call
- II. GCRTA Strategic Plan - Presentation by Strategic Plan Consultants, HDR on the 2020-2030 Strategic Plan and Key Initiatives.

Presenters:
 - Joshua Sikich, Project Manager, HDR
 - Maribeth Feke, Director of Programming & Planning, RTA
- III. Community Training & Development Sites (Job Hubs) - Presentation on Partnership between Cuyahoga Community College (Tri-C) and Greater Cleveland Regional Transit Authority.


Presenters:
 - George Fields, Deputy General Manager of Human Resources, RTA
 - Alicia Booker, Vice President of Manufacturing Technology Center for Excellence at Tri-C
- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Dennis M. Clough, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: October 1, 2020

Subject: Strategic Plan Presentation


At the October 6, 2020 External & Stakeholders Relations & Advocacy Committee meeting, staff and HDR, the Consultant on the project will present to plan for recommendation for adoption by the full Board at their next meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/MBF



To: Mayor Dennis M. Clough, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: October 1, 2020

Subject: Community Training & Development Sites (Job Hubs)

At the October 6, 2020 meeting of the External and Stakeholder Relations and Advocacy Committee, George Fields will present with Alicia Booker-Vice President of Manufacturing Technology Center for Excellence from Cuyahoga Community College (Tri-C) regarding a Community Training & Development Sites (Job Hubs) partnership. Tri-C will collaborate with GCRTA on workforce development initiatives and programming to develop current and future workers for career pathways in the transportation industry. A memorandum of understanding is being developed to formalize this partnership. Similarly, transit agencies such as Los Angeles Metro are collaborating with public partners (L.A. County) to develop a transportation school to develop future generations of workers for careers in the transportation industry.

The Community Training and Development Sites (Job Hubs) partnership model aligns with Tri-C's current Access Centers framework, which make education and workforce services accessible to our neediest communities. Current Tri-C Access Centers include Esperanza, Olivet Housing and Community Development Corporation, and MetroHealth Medical Center.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB:GF

AGENDA

RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, October 6, 2020

Committee Members: Ms. Karen Gabriel Moss - Chair
 Rev. Charles P. Lucas - Vice Chair
 Mr. Terence P. Joyce
 Ms. Valarie J. McCall
 Mayor David E. Weiss

- I. Roll Call

- II. Safety Update - Status of the Public Transportation Agency Safety Plan (PTASP) performance targets.

 Presenter:
 - Steve Peganoff, Director of Safety, RTA


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Dennis M. Clough, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: October 1, 2020

Subject: Status of the Public Transportation Agency Safety Plan (PTASP)

At the October 6, 2020 Audit, Safety Compliance and Real Estate Committee meeting, Steve Peganoff, Director of Safety, will provide a status report on the performance targets contained in the PTASP.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/SP

REVISED AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, October 6, 2020

Committee Members: Mayor Dennis M. Clough (Chairman)
Rev. Charles P. Lucas (Vice Chair)
Mr. Justin M. Bibb
Mayor Michael P. Byrne
Mr. Terence P. Joyce
Ms. Valarie J. McCall
Ms. Karen Gabriel Moss
Ms. Luz N. Pellot
Mr. Leo Serrano
Mayor David E. Weiss


- I. Roll Call
- II. Code Book Update Project – Presentation on the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.
 - Chapter 656 - Travel Policy and Procedures

Presenter:

 - Dawn Tarka, Associate Counsel II, RTA
- III. Adjourn



To: Mayor Dennis M. Clough, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: October 1, 2020

Subject: Travel Policy

At the October 6, 2020 Committee of the Whole meeting, staff will present proposed revisions to the Authority's travel policy.

The proposed revisions to the policy include:

1. As a best practice, the code contains the overall policy and the details have been moved into an administrative procedure.
2. Current ethics guidance on frequent flyer accounts and credit card rewards programs.
3. Travelers may request permission in advance for expenses that are not expressly authorized or that exceed applicable caps.
4. Requirements to be mindful of using travel services that charge full price up front and to request government rates whenever possible.
5. Prepaid expenses must be identified on the reimbursement form.
6. For meals and incidental expenses:
 - a. Reimbursement rate remains at CONUS rate + 25% for full days of travel. First and last days will be reimbursed at 75% of that amount in accordance with federal practice.
 - b. The cost of ground transportation is being moved to transportation, with a requirement to use public transportation or the lowest cost alternative.
 - c. Travelers will be reimbursed for actual expenses supported by itemized receipts up to the amount of the per diem. Travelers will have 30 days to provide itemized receipts or the expenses without receipts will be denied. An affidavit can be provided in lieu of itemized receipts the first time itemized receipts are missing.
7. For transportation:
 - a. Rental car one size larger than economy is permitted.
 - b. Travelers should decline liability insurance when renting vehicles.
8. Provision regarding expenses of personal care assistants for individuals with disabilities.
9. Reimbursement requests must be submitted within 30 days of travel.
10. Travel reimbursement form updated.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: Red-line of Chapter 656
Draft Administrative Procedure 024

IB/DT

DRAFT

CHAPTER 656

Travel Policy

656.01—EXPENSE REIMBURSEMENT.

(a) Purpose/Scope.

(1) The 656.02 General Provisions

656.03 Internal Audit

656.04 Authorization of Travel

CROSS REFERENCES

Reimbursement of Board member for reasonable expenses – see Ohio R.C. 306.33

Authority of Board of Trustees to manage ~~Travel Policy~~ and Procedures established herein and conduct affairs – see Ohio R.C. 306.34

Rules for administration and operation of transit facilities – see Ohio R.C. 306.35

Reimbursement of members of Board of Trustees and officers and employees of the GCRTA for properly incurred expenses – see Bylaws Art. IV, Section 7

Airline frequent flyer miles – see Ohio Revised Code Sections 102.03(D) and (E); Ohio Revised Code Sections 2921.42(A)(4); and ~~Ohio Revised Code Section~~

2921.43(A); Ohio Ethics Commission Opinion No. 91-010; Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated March 31, 2020

Credit card rewards programs – see Ohio Revised Code Sections 102.03(D) and (E); Ohio Ethics Commission Informal Opinion No. 2003-INF-0224-1; Ohio

Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated March 31, 2020; Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated May 6, 2020; Ohio Ethics Commission Opinion No. 2011-08; Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated March 27, 2012

656.01 Purpose/Scope.

- (a) This policy concerns travel on official Authority business to attend and participate in conferences, seminars, meetings and other events or field visits, ~~which that~~ are in the Authority's best interest. It is designed to ~~assure~~ensure the accurate and efficient handling of travel

Privileged and Confidential

DRAFT

and other related expenses incurred by members of the Board of Trustees and the staff of the Authority consistent with applicable laws and the public interest.

~~(2) These Travel Policies and Procedures provide~~ (b) This policy provides guidance to those traveling on Authority business that will permit low cost, convenience, ease of administration, overall cost-effectiveness, consistency of reimbursement, and compliance with federal, state and local law and GCRTA policy.

~~(b) Legal Authority.~~

~~(1) Ohio R.C. 306.33 provides that a member of the Board of Trustees is permitted to be reimbursed for reasonable expenses in the performance of his or her duties.~~

~~(2) Ohio R.C. 306.34 authorizes a Board of Trustees to manage and conduct the affairs of a regional transit authority.~~

~~(3) Ohio R.C. 306.35 authorizes a Board of Trustees, among other things, to adopt rules for the administration and operation of transit facilities under its jurisdiction.~~

~~(4) Article IV, Section 8, of the Greater Cleveland Regional Transit Authority (GCRTA) Bylaws, adopted February 16, 1988, provides that any member of the Board of Trustees and officers and employees of the GCRTA may be reimbursed for properly incurred expenses.~~

~~(5) In accordance with the Ohio Ethics Commission Opinion No. 91-010, airline frequent flyer miles accumulated on travel for a public agency shall not be used for personal travel or benefit.~~

~~(e)656.02~~ General Provisions.

~~(1a)~~ (1a) All travelers are required to be fully knowledgeable regarding GCRTA's travel policies and procedures.

~~(2b)~~ (2b) Use of public transportation during Authority travel, including travel to and from the airport, is strongly encouraged.

~~(3c)~~ (3c) Employees with disabilities will be accommodated pursuant to the Americans with Disabilities Act.

~~(4) Airline frequent flyer miles accumulated on travel for the GCRTA shall not be used for personal travel or benefit. These miles can only be used for future Authority travel, including upgrades to First Class when appropriate.~~

~~(5(d))~~ (5(d)) GCRTA Board members and officers and employees of the GCRTA may not accept, solicit, or use the authority or influence of their position to obtain a discounted or free "frequent flyer" airline ticket for personal travel or other benefit from an airline if they have obtained the ticket or other benefit from the purchase of airline tickets for use in official travel by GCRTA. GCRTA

Privileged and Confidential

DRAFT

Board members and officers and employees of the GCRTA may not use such a discounted or free “frequent flyer” airline ticket or other benefit for personal travel. Authority Board members, officers and employees may not use personal frequent flyer accounts for Authority travel.

- (e) An Authority Board member or officer or employee of the GCRTA whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority. An Authority officer or employee who is either, (1) unaware that their personal rewards credit card is issued by a bank that is an Authority vendor, or (2) has no duties that include negotiating or authorizing Authority contracts with financial service providers, is not prohibited from using a personal rewards card from any issuing bank while engaging in public business for the Authority and receiving benefits of the card’s reward program, which could include frequent flyer credits, unless the card’s use results in a higher cost for the Authority or reimbursement that is greater than the debt owed to the card issuer.
- (f) Travelers will be reimbursed for ~~hotel~~lodging expenses up to the CONUS index established by the U. S. General Services Administration (“GSA CONUS rate”) plus 25% for each evening in the destination city. Up to the GSA CONUS ~~index~~rate plus 25% for ~~hotel~~lodging does not include taxes. ~~The hotel receipt must be submitted with the final travel and expense report.~~
- ~~(6)(g)~~ Travelers will be reimbursed for actual expenses up to a daily per diem based on the destination city's GSA CONUS ~~index (located at http://policyworks.gov)~~rate plus 25%, for meals and other incidental expenses for each full day of travel. ~~Incidental expenses include ground transportation, telephone calls, and any expenses other than travel or hotel incurred on the trip. Receipts do not need to be submitted with the final travel and expense report, however, a copy~~75% of the CONUS ~~index~~that amount for the ~~respective city must be attached first and last days of travel.~~
- ~~(7h)~~ Travel to locations outside the United States will be reimbursed by the international GSA CONUS ~~index~~rate plus 25% ~~located at http://policyworks.gov (click on dark blue box at the top%, for lodging, meals and other incidental expenses for each day of the page where it indicates foreign rates).~~travel. Reimbursement will be made at the

Privileged and Confidential

DRAFT

published daily average exchange rate for each individual day of travel.

- ~~(8) All employees traveling on behalf of the Authority, are reminded of the i) _____ The following types of expenses are non-allowable type of expenses:~~
- ~~A. (1) Travel, lodging or other expenses for spouses, families and friends of GCRTA personnel;~~
 - ~~B. (2) Valet service (except for extended trips of one week or more);~~
 - ~~C. (3) Alcoholic beverages;~~
 - ~~D. (4) Entertainment (including movie rentals);~~
 - ~~E. (5) Contributions and donations with Authority funds.~~
- ~~(9) (j) The CEO/General Manager has the authority is authorized to issue and make modifications to particular provisions of this policy when it is in the best interests of the Authority.~~
- ~~(10) The CEO/General Manager has the ability to issue administrative procedures to implement this policy.~~

~~(d) Responsibilities.~~

~~(1) Responsibility of authorizing department and/or division.~~

- ~~A. It is the responsibility of the authorizing department or division to determine the necessity for travel and ensure that it is in the best interest of the Authority; the purpose is lawful, reasonable and for a proper public purpose; and the purpose of the trip could not be adequately accomplished by correspondence, telephone, or through other contact, or is not available from local sources.~~
- ~~B. All travel that is for the purpose of an employee's professional development should be coordinated with the Department of Training and Employee Development and reflected on the travel request form.~~
- ~~C. Because they are more familiar with need for travel and subsequent expenses incurred on behalf of their department(s), the approver(s) have primary responsibility for ensuring compliance with this policy. The approver(s) must verify that expenses and expense reports meet the following criteria:
 - ~~1. The information contained on the expense report and in the attached documentation is consistent with this policy;~~
 - ~~2. The funds for travel have been appropriated in the current budget;~~
 - ~~3. The expenditure is charged to the proper~~~~

~~account(s). (2) Responsibility of traveler.~~

- ~~A. Authority travelers are expected to spend the Authority's funds prudently. Business travel expenses will be paid if they are within~~

Privileged and Confidential

DRAFT

~~the parameters of the Authority's policies and procedures.~~

~~B. Since frequent flyer miles earned by Authority travel cannot be used for personal use and should be used for subsequent business travel. It is the responsibility of the traveler to keep track of these miles.~~

~~(3) Responsibility of the Authority. It is the Authority's responsibility to ensure the reasonableness of travel related expenses and to process timely reimbursements. The expenses will be subject to final approval by the Internal Audit Department.~~

~~(e)656.03 Internal Audit. Travel expenses will be subject to a final compliance review by the Internal Audit Department.~~

656.04 Authorization of Travel.

~~(1a) Insofar as practical, travel by the CEO, General Manager/Secretary-Treasurer and members of the Board of Trustees should receive prior approval by the President of the Board of Trustees, or the Vice-President of the Board of Trustees in the absence of the President.~~

~~(2b) Travel by all other staff requires prior approval of his/her/the traveler's department director. It is the responsibility of the Department Director department director to determine the business necessity for travel and that all appropriate procedures are followed. The General Manager or designee must also approve staff travel.~~

~~The CEO, General Manager or designee must also approve staff travel.~~

~~(3) Travel request should be submitted at least 30 days prior to travel, excluding emergency and unforeseen travel. The request must be made using the appropriate travel forms.~~

~~(4) Travel request forms must include an estimate of the cost to the Authority. The cost estimate should include all expenses and be based on the appropriate total of the hotel cap (up to CONUS plus 25% does not include taxes) and per day per diem for meal and other incidental expenses, for the applicable city of destination. It is the responsibility of the travel to obtain the estimates and per diems and attach them to the request form. (Per diem is based on CONUS index plus 25% and can be obtained at http://policyworks.gov. "Maximum lodging" is the maximum amount to be reimbursed for daily hotel expenses, plus 25%, excluding taxes. "Meals and incidentals rate" is the amount to be reimbursed for the daily per diem.)~~

~~(5) Cancellations are the responsibility of the traveler. If changes or cancellations are required, the traveler must make all arrangements~~

Privileged and Confidential

DRAFT

~~for such. The traveler must furthermore ensure that deposits or other Authority expenses are refunded to the maximum extent possible. Should a cancellation or change result in costs to Authority, the traveler must justify the change. The traveler may be liable for cancellation and changes not of a business nature or those not pursued in a timely manner. A travel expense account should be processed reflecting any and all prepayments and deposits and a memo explaining why the trip was cancelled. A traveler will be reimbursed for any expenses he/she paid and lost as a result of a justified cancellation of the trip. Reimbursement should be requested by processing the receipts with the travel and expense form and a memo explaining why the trip was cancelled.~~

~~(f) Travel Arrangements:~~

~~(1) Prepayment of expenses:~~

~~A. Prepayment by the Authority of travel expenses, i.e., conference fees or registration fees, hotel deposit, hotel, et., is permitted. Prepayment by RTA can be utilized by an approved RTA procurement method (i.e., purchase order, purchasing card, etc.). Prepayment by check may be requested by submitting a memo/appropriate form with a copy of the approved travel request form, to the Accounting Department for processing. The copy of the travel request form must have the appropriate sections completed for the requested prepayment(s).~~

~~B. Personal credit cards may be used for prepayment of travel expenses, however, employees will still be accountable for these expenses. A traveler may request reimbursement of expenses incurred 30 or more days before the date of travel, by submitting a memo/appropriate form with documentation of prepayment, and a copy of the approved travel request form, to the Accounting Department for processing. Any "bonuses" or "perks" earned by use of personal credit cards used for business of Authority can be used for the personal benefit of the traveler. The copy of the travel request form must have the appropriate sections completed for the requested reimbursement.~~

~~C. These procedures apply to all GCRTA employees, officers and Board Members while traveling on approved Authority business. Travelers should familiarize themselves with these procedures prior to travel to facilitate the Authority travel experience.~~

~~(g) Transportation. For travel on Authority business, transportation by the most economical means is recommended.~~

Privileged and Confidential

DRAFT

~~Traveling on weekends may be allowed if it results in lower overall travel expenditures to the Authority (i.e., extra days, the additional hotel expense, daily per diem and difference in air travel). Travel expenditures include airfare, hotel, and per diem expenses.~~

~~(1) Air travel/train travel.~~

~~A. Airline or train reservations are to be made by the designated Department/Division Travel Coordinator or by the traveler. B. Air or train travel should be guided by the following:~~

- ~~1. Lowest logical fare;~~
- ~~2. Itinerary changes, justified by business necessity or no adverse cost to the Authority;~~
- ~~3. A combination of plane and train tickets should be considered, and will be reimbursed, when scheduled to save money.~~

~~C. Airline tickets purchased must include documentation of the three lowest ticket prices and be submitted with the travel expense report.~~

~~(2) Authority owned automobiles.~~

~~A. Authority owned automobiles may be used for travel with the approval of the CEO, General Manager/Secretary Treasurer or designee. Expenses incurred in operating such vehicles must be itemized and original receipts submitted for all gasoline, parking, emergency repairs and similar out of pocket expenses.~~

~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~

~~(3) Private automobile.~~

~~A. When travel by private automobile is desirable to save time or to transport equipment or to reduce costs, reimbursement is at the prevailing rate established by the Internal Revenue Service. This mileage allowance is intended to cover all transportation and operating costs. No reimbursement is made for the cost of repairs to the vehicle whether they result from the traveler's act or the acts of others. When more than one person travels in the same automobile, the reimbursement for mileage shall be allowed on only one expense report. Ferry, bridge, tunnel, toll road and reasonable parking charges are allowed in addition to the mileage allowance.~~

~~B. The reimbursement for private automobile travel will not exceed the cost of the most economical round trip airfare.~~

~~C. Use of RTA vehicle, including Authority pool cars, should be used whenever possible.~~

Privileged and Confidential
DRAFT

~~(4) Car rental.~~

~~A. In general, the use of rental cars is not reimbursed and is considered a personal expense. However, prior to travel, the CEO, General Manager/Secretary Treasurer or designee may authorize the use of rental cars where other transportation is not available or when the cost of a rental car and parking is less than the lowest coach airfare available. The traveler should choose the economy class car; however, a larger car may be chosen in the event that there is a group of more than two Authority persons traveling. Travelers using rental cars should not purchase the optional collision insurance coverage offered, except in countries other than the U.S. and Canada.~~

~~B. Parking fees and tolls while traveling will be reimbursed as part of the total transportation expense for the trip.~~

~~(5) Ground transportation expenses. Ground transportation expenses, including shuttle services, taxi fares, and public transportation will be included in the traveler's daily per diem allowance and will not be reimbursed separately. Under special circumstances, where ground transportation is excessive due to unavailability of public transportation or airport shuttles, exceptions will be considered for approval by the CEO, General Manager/Secretary Treasurer or designee.~~

~~(6) Lodging guidelines. Traveler will be compensated for lodging expenses for each night stayed in the destination city at the rate of up to CONUS plus 25%. Up to CONUS plus 25% for hotel does not include taxes. Prepayment by RTA of hotel deposits or hotel expenses is not encouraged but may be made in special circumstances if approved by the Division Head.~~

~~(7) Conference fees. Request for payment of conference fees should be processed in a timely fashion to ensure the lowest possible conference fee or no late registration penalties. Prepayment may be made by use of RTA procurement/purchase order process or by personal credit card.~~

~~(h) Reimbursement.~~

~~(1) Responsibilities of the traveler.~~

~~A. Upon return from the trip, the employee is to complete the Employee Travel and Expense Form and verify the mathematical accuracy of the form.~~

~~B. Ensure that all applicable documents that are listed below are attached to the Employee Travel and Expense Form:~~

~~1. A trip report memorandum, which briefly summarizes where the employee went, the purpose of the trip and what~~

Privileged and Confidential

DRAFT

- ~~benefits can the GCRTA expect as a result of the employee's trip;~~
- ~~2. Documentation that supports all allowable expenses that are incurred by the employee, as well as any expenses that were prepaid by the GCRTA that are identified on the Employee Travel and Expense Form. Documentation for items such as lodging, airfare, registration of conference fees, milage report, parking, tolls, fuel, and rental car receipt if applicable;~~
 - ~~3. A copy of the CONUS index for the respective city.~~ (2) Responsibilities of the Authority.
 - ~~A. Responsibility of the Authority. It is the responsibility of the Authority to process all travel request forms within 12 days of receipt from the employee.~~
 - ~~B. Responsibility of the Approver Director. Upon receiving of the employee's travel and expense form, the approver performs a cursory review to ensure the following:
 - ~~1. The appropriate documentation is attached;~~
 - ~~2. Travel expenses are in accordance with travel policies and procedures;~~
 - ~~3. The mathematical accuracy of the form;~~
 - ~~4. Expenses are being posted against the proper account code distribution (fund mode cost center function object class).~~The approver signs/dates and submits the reimbursement request to Internal Audit Department within three business days of receipt from the employee.~~
- ~~(3) Responsibility of Internal Audit. Internal Audit will review the reimbursement form for compliance, date, and submit the reimbursement form to the CEO, General Manager/Secretary-Treasurer (or designee) for signature within three business days of receipt from the approver.~~
- ~~(4) Responsibility of the CEO, General Manager/Secretary Treasurer (or designee). The CEO, General Manager/Secretary Treasurer (or designee) shall sign/date and submit the reimbursement request to the Accounting Department within three business days of receipt from the Internal Audit Department.~~
- ~~(5) Responsibility of Accounting. The form is then released to the Accounting Department for processing and payment of reimbursement to the employee within three business days of receipt from CEO, General Manager/Secretary-Treasurer (or designee).~~

Res. 1996-185. Passed 12-17-96; Res. 1999-147. Passed 10-26-99;
Res. 2004-123. Passed 9-21-04. Res. 2020-XX. Passed XX-XX-XX.

Privileged and Confidential
DRAFT



Privileged and Confidential DRAFT

Form 100-327
09-20-88
Rev. 07-17-02

Greater Cleveland Regional Transit Authority ADMINISTRATIVE PROCEDURES

TITLE		NO. 024
Travel Expense Reimbursement		EFFECTIVE
Prepared By	Issued By	
DGM – Human Resources	General Manager, CEO	

1.0 PURPOSE/OBJECTIVE

To establish procedures to implement the Authority’s Travel Policy.

2.0 REFERENCE

Ohio R.C. 306.33 provides that a member of the Board of Trustees is permitted to be reimbursed for reasonable expenses in the performance of his or her duties.

Ohio R.C. 306.34 authorizes a Board of Trustees to manage and conduct the affairs of a regional transit authority.

Ohio R.C. 306.35 authorizes a Board of Trustees, among other things, to adopt rules for the administration and operation of transit facilities under its jurisdiction.

Ohio Ethics Commission Advisory Opinion No. 91-010

Ohio Ethics Commission Advisory Opinion No. 2011-08

Ohio Ethics Commission Informal Opinion No. 2003-INF-0224-1

Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated March 27, 2012

Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated March 31, 2020

Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford Dated May 6, 2020

Article IV, Section 7, of the Greater Cleveland Regional Transit Authority (Authority) Bylaws, adopted February 16, 1988, provides that any member of the Board of Trustees and officers and employees of the Authority shall be reimbursed for properly incurred expenses.

Chapter 656 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code"), contains the Authority's travel policy.

Administrative Procedure No. 45, Non-Revenue Vehicle Collision

This procedure replaces Administrative Procedure No. 24, which replaced Administrative Procedure 1995-3 issued 3/1/95 and revised 3/17/95, 10/1/99 and 7/26/2002.

3.0 PROCEDURE

3.1 General Provisions

- 3.1.1 This procedure applies to all Authority employees, officers and Board members traveling on approved Authority business. Travelers should familiarize themselves with these procedures prior to travel.
- 3.1.2 The authorizing department or division will determine the necessity for travel and ensure that:
 - 3.1.2.1 the travel is lawful, reasonable, for a proper public purpose and in the best interest of the Authority; and
 - 3.1.2.2 the purpose of the trip cannot be adequately accomplished by videoconference, correspondence, telephone, or through other contact, and is not available from local sources.
- 3.1.3 All travel for the purpose of an employee's professional development should be coordinated with the Department of Training and Employee Development and reflected on the Travel Report & Reimbursement Request Form ("Travel Request Form").
- 3.1.4 Frequent Flyer Accounts. Authority employees may not use personal frequent flyer accounts for Authority travel.
- 3.1.5 Credit Card Rewards Programs
 - 3.1.5.1 Travelers whose duties for the Authority include negotiating or authorizing contracts with financial service providers and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority. A traveler who is either (1) unaware that their personal rewards credit card is issued by a bank that is an Authority vendor, or (2) has no duties that include negotiating or authorizing Authority contracts with financial service providers is not prohibited from using a personal rewards card from any issuing bank while engaging in public business for the Authority

and receiving benefits of the card's reward program, which could include frequent flyer credits, unless the card's use results in a higher cost for the Authority or reimbursement that is greater than the debt owed to the card issuer. Travelers whose duties for the Authority include negotiating or authorizing contracts with financial service providers include members of the Board of Trustees, the General Manager, Chief Executive Officer, the Deputy General Manager for Legal Affairs, attorneys in the Legal Department who negotiate or review contracts with financial service providers, the Deputy General Manager for Finance and Administration, the Cash Manager, the Director of Procurement and contract administrators who handle procurements for financial services.

3.1.5.2 A travel card is available for travelers who have duties that include negotiating or authorizing contracts with financial service providers.

3.1.5.3 The Authority will periodically inform members of the Board of Trustees and employees who travel on Authority business of the financial service providers that are doing or seeking to do business with the Authority.

3.2 Authorization of Travel Prior to Departure

3.2.1 All estimated travel expenses must be approved prior to the date(s) of travel.

3.2.2 The traveler should fill out the Travel Authorization section of the Travel Request Form and submit it to his or her department head, deputy general manager, general manager or Board president, as applicable, at least 30 days prior to travel, excluding emergency and unforeseen travel.

3.2.3 Travel requests must include an estimate of the cost to the Authority. The cost estimate should include all anticipated expenses, including lodging, meals and incidental expenses, conference fees and transportation. Lodging should be based on the appropriate cap for hotel expenses and meals and incidental expenses should be based on the daily per diem for the city of destination, as determined by the Board of Trustees in Chapter 656 of the Code. It is the responsibility of the traveler to obtain the estimates and per diems and attach them to the Travel Request Form. For air fare, the request must include documentation of the three lowest ticket prices and be submitted with the travel expense report.

3.2.4 If the traveler wishes to be reimbursed for expenses that are not expressly authorized by this procedure or that exceed the applicable cap for lodging expenses or per diem for meals and incidental expenses, a memorandum explaining the amount and reason for the additional expense must be submitted to the General Manager, Chief Executive Officer or Board president, as applicable, along with the Travel Request Form and approved by the General Manager, Chief Executive Officer or

Board president, as applicable, in advance of the date(s) of travel. Approval will be based on the reason and demonstrated need for an exception and not the traveler's position with the Authority. Such expenses will not be approved after the date(s) of travel.

3.2.5 In making travel arrangements, travelers should be mindful of the benefits and costs of using online travel services that offer a discount, but charge the full price up front. Travelers should be aware of the restrictions on changes and cancellations when travel is booked. If there is a possibility that the travel could be changed or cancelled, the traveler should consider making reservations directly with providers that do not charge fees in advance, to avoid cancellation penalties and ensure the lowest possible cost to the Authority. If an online travel service is used, the travel service should be identified on the travel request.

3.2.6 Travelers should request government rates whenever possible.

3.3 Prepayment of expenses

3.3.1 The Authority may prepay hotel, air fare and conference fees using an approved Authority procurement method (i.e., purchase order, purchasing card, etc.).

3.3.2 A traveler may request a check to prepay travel expenses by submitting a memo with the approved original Travel Request Form to the Accounting Department. All expenses to be prepaid must be listed in the Actual Travel Expenses section of the Travel Request Form. The Accounting Department will process a check and record the check information on the Travel Request Form. The check and original Travel Request Form will be returned to the traveler.

3.3.3 Subject to Sections 3.1.4 and 3.1.5 above, personal credit cards may be used to prepay travel expenses. A traveler may request reimbursement of expenses incurred 30 or more days before the date of travel in compliance with Chapter 656 of the Code and this Administrative Procedure, by submitting a memo requesting reimbursement, an original Travel Request Form with the travel authorization section approved and documentation of prepayment to the Accounting Department. The traveler must list the prepaid expenses incurred in the Actual Travel Expenses section of the Travel Request Form.

3.3.4 Purchasing Cards. A traveler may use a purchasing card to pay for allowed travel expenses. The original receipt must be attached to the P card report and a copy attached to the Travel Request Form. On the Travel Request Form, the expense must be listed under both the appropriate travel category and as a prepaid expense. The traveler must explain the expense on the indicated line on the Travel Request Form.

3.3.5 Upon return from travel, the traveler must complete the Travel Request Form and identify all prepaid amounts on the Travel Request Form.

3.4 Changes and Cancellations

Changes and cancellations are the responsibility of the traveler. If changes or cancellations are required, the traveler must make all arrangements for such changes or cancellations. To the extent possible, the traveler should arrange for another Authority employee to travel in his or her place. The traveler must ensure that deposits or other Authority expenses are refunded to the maximum extent possible. If a purchasing card issued to an individual other than the traveler was used to prepay deposits or other expenses, the traveler must notify that individual of the change or cancellation.

Should a change or cancellation result in costs to the Authority, the traveler must justify the change or cancellation. The traveler may be liable for changes and cancellations not of a business nature or those not pursued in a timely manner. The traveler will be reimbursed for any expenses he/she paid and lost as a result of a justified cancellation of the trip. A Travel Request Form reflecting any and all prepayments and deposits should be processed with the receipts and a memo explaining why the trip was changed or cancelled.

3.5 Travel and Reimbursement Guidelines

3.5.1 Travel expenses include lodging, meals and incidental expenses, conference fees and transportation.

3.5.2 Lodging. Travelers will be reimbursed for the actual amount supported by receipts. The lodging receipt must be submitted with the final Travel Request Form and a copy of the CONUS index for the respective city must be attached.

3.5.3 Meals and Incidental Expenses. Incidental expenses include business telephone calls, business supplies and any expenses other than lodging, conference fees or transportation incurred on the trip. Meals and incidental expenses may include documented tips of up to 20%. Travelers will be reimbursed for the actual amount supported by itemized receipts, up to the daily per diem. For travel lasting longer than 5 business days, reasonable laundry costs may be reimbursed in excess of the daily per diem. Itemized receipts must be submitted with the final Travel Request Form and a copy of the CONUS index for the respective city must be attached.

If a Travel Request Form is submitted without itemized receipts, the traveler will be advised, with a copy to the traveler's supervisor, and given a 30-day period to retrieve and turn in the receipts to receive reimbursement for the expenses that require itemized receipts. If itemized receipts are not available, the traveler may submit a signed affidavit supporting the requested amount. A traveler will have one opportunity to submit an affidavit in lieu of itemized receipts. Reimbursement will be denied for those expenses requiring itemized receipts on the second and subsequent occasions that a Travel Request

Forms is submitted by any traveler without itemized receipts. Internal Audit will keep track of the instances when Travel Request Forms are submitted without itemized receipts.

3.5.4 Conference fees. Conference fees can include registration fees for conferences and workshops. Request for payment of conference fees should be processed in a timely fashion to ensure the lowest possible conference fee or no late registration penalties. Prepayment may be made by use of Authority procurement/purchase order process or by personal credit card.

3.5.5 Transportation. For travel on Authority business, transportation by the most economical means, including public transit, is recommended.

3.5.5.1 Air travel/train travel/ground transportation

3.5.5.1.1 Air or train travel should be guided by the following:

- A. Lowest base fare; a higher fare may be booked with prior supervisor approval;
- B. Itinerary changes, justified by business necessity or no adverse cost to the Authority;
- C. A combination of plane and train tickets should be considered, and will be reimbursed, when scheduled to save money.

3.5.5.1.2 Baggage fees will be reimbursed as air travel /train travel costs.

3.5.5.1.3 Ground transportation. Ground transportation expenses, including shuttle services, taxi fares, ride share services (i.e. Uber, Lyft) and public transportation will be reimbursed as transportation expenses. The traveler must use the least expensive form of transportation that reasonably meets the traveler's needs. If a less expensive form of ground transportation is reasonably available, the more expensive form may be denied.

3.5.5.2 Authority-owned automobiles ("Pool Cars")

3.5.5.2.1 Authority-owned automobiles may be used for travel with the approval of the General Manager, Chief Executive Officer or designee. Expenses incurred in operating such vehicles must be itemized and original receipts submitted for all gasoline, parking, emergency repairs and similar out-of-pocket expenses.

3.5.5.2.2 Authority vehicles, including Authority pool cars, should be used whenever possible.

3.5.5.3 Private automobile

3.5.5.3.1 When travel by private automobile (an employee's personal car) is desirable to save time, transport equipment or reduce costs, reimbursement is at the prevailing rate established by the Internal Revenue Service. This mileage allowance is intended to cover all transportation and operating costs. No reimbursement is made for the cost of repairs to the vehicle whether they result from the traveler's act or the acts of others. When more than one person travels in the same automobile, the reimbursement for mileage shall be allowed on only one expense report. The mileage reimbursement form must be attached to the Travel Request Form.

3.5.5.3.2 The reimbursement for private automobile travel will not exceed the cost of the most economical round trip airfare.

3.5.5.4 Car rental.

3.5.5.4.1 In general, the use of rental cars is not reimbursed and is considered a personal expense. However, prior to travel, the General Manager, Chief Executive Officer or designee may authorize the use of rental cars where other transportation is not available or when the cost of a rental car and parking is less than the lowest coach airfare available. The traveler should choose the least expensive car that reasonably meets the traveler's needs, including the economy class or one size larger. However, a larger car may be chosen in the event that there is a group of more than two Authority persons traveling together.

3.5.5.4.2 The Authority carries substantial limits of liability insurance with a sizeable self-insured retention. The Authority's policy when traveling on company business is to decline all liability insurance when renting vehicles. If a traveler rents cars on a frequent basis, the Authority can obtain an insurance identification card from the insurance broker that the traveler can use as evidence of liability insurance coverage while traveling. Similarly, the Authority is self-insured for collision and comprehensive coverage for private passenger vehicles. These coverages should also be declined when renting a car. If there are any claims for damage to the vehicle they will be paid by Authority.

3.5.5.5 Tolls, parking, etc. Parking fees and tolls will be reimbursed as part of the total transportation expense for the trip. For travel in Authority-owned automobiles, the cost of gasoline, emergency repairs and similar out-of-pocket expenses will be reimbursed as a transportation expense. For travel in rental cars, the cost of gasoline will be reimbursed as a transportation expense. All expenses must be supported by itemized receipts.

3.6 Reimbursement Guidelines

3.6.5 Chapter 656 of the Code establishes the rate at which travelers will be reimbursed. The lodging cap is based on the CONUS index established by the U.S. General Services Administration ("GSA CONUS rate") plus 25%. The per diem for meals and incidental expenses is based on the GSA CONUS rate plus 25% for each full day of travel and 75% of that amount for the first and last days of travel. The GSA CONUS rate can be obtained at gsa.gov/travel/plan-book/per-diem-rates.

3.6.6 Personal care assistants for individuals with disabilities

3.6.6.1 The Authority will reimburse an individual with a demonstrated need for a personal care assistant while at home for the reasonable cost to be accompanied while traveling on Authority business.

3.6.6.2 The number of assistants who may accompany one traveler will be determined based on the individual's need for assistance while at home. The assistant must travel with the person traveling on Authority business.

3.6.6.3 Lodging, meals and incidental expenses and transportation for the personal care assistant will be reimbursed in accordance with Sections 3.5.2 and 3.5.3.

3.6.6.4 Wages of the personal care assistant will be reimbursed to the extent that the wages exceed the amount that the individual traveling on Authority business would normally pay the personal care assistant at home and to the extent that they are not covered by Medicare, Medicaid or another funding source.

3.7 Reimbursement Procedure

3.7.5 Traveler

3.7.5.1 Upon return from the trip, the traveler is to complete the Actual Travel Expenses section of the Travel Request Form and verify the mathematical accuracy of the form.

3.7.5.2 Ensure that all applicable documents that are listed below are attached to the Travel Request Form:

- A. A trip report memorandum, which briefly summarizes where the traveler went, the purpose of the trip and what benefits can the Authority expect as a result of the trip;
- B. Documentation that supports all allowable expenses that are incurred by the traveler, as well as any expenses that were prepaid by the Authority that are identified on the Travel Request Form. Documentation for items such as lodging, meals and incidental expenses, conference fees, airfare, mileage report, parking, tolls, fuel, and rental car receipt if applicable;
- C. A copy of the CONUS index for the respective city.

3.7.5.3 The Travel Request Form must be submitted within 30 days of return from travel. Any request not submitted within the designated time frame may be denied and the failure to timely submit the Travel Request Form may be documented in the employee's personnel file. The late filing of a Travel Request Form may be approved by the employee's Deputy General Manager ("DGM") or Executive Director ("ED") or the President of the Board of Trustees for a Board Member.

3.7.6 Authority

3.7.6.1 The Authority will process all travel request forms within 12 days of receipt from the traveler.

3.7.6.2 Upon receiving the traveler's travel and expense form, the approver performs a comprehensive review to ensure the following:

- A. The appropriate documentation is attached;
- B. Travel expenses are in accordance with travel policies and procedures;
- C. The mathematical accuracy of the form;
- D. Expenses are being posted against the proper account code distribution (fund-mode-cost center-function-object class).

3.7.6.3 The approver will sign, date and submit the reimbursement request to the Internal Audit Department within three business days of receipt from the traveler.

3.7.6.4 Internal Audit will review the reimbursement form for compliance, date, and submit the reimbursement form to the General Manager, Chief Executive Officer (or designee) for signature within three business days of receipt from the approver.

3.7.6.5 The General Manager, Chief Executive Officer (or designee) shall sign/date and submit the reimbursement request to the Accounting Department within three business days of receipt from the Internal Audit Department.

3.7.6.6 The Accounting Department will process and issue the reimbursement to the traveler within three business days of receipt from the General Manager, Chief Executive Officer (or designee).

3.8 Authority for Approving Travel Requests

3.8.5 Deputy General Managers are authorized to approve travel requests for employees within departments within their divisions to destinations within the continental United States and Canada. This authority includes the approval of the use of agency or personal cars for travel and the rental of automobiles while on travel.

3.8.6 The following types or categories of travel must be approved by the General Manager, Chief Executive Officer:

3.8.6.1 Travel by a Deputy General Manager for any reason.

3.8.6.2 Travel by a Department Executive Director reporting to the General Manager, Chief Executive Officer and by any staff within said department.

3.8.6.3 All travel to the APTA Annual Meeting.

3.8.6.4 Travel to U.S. destinations outside of the continental United States (e.g., Puerto Rico, Hawaii, and Alaska).

3.8.6.5 International travel outside of the continental United States and Canada.

3.9 Guidelines and Limitations on Approval Authority

3.9.5 All approved travel must be on Authority business and must conform to Chapter 656 of the Code.

3.9.6 All approved travel requests must be within the amounts budgeted for each department for travel in a given budget year.

3.9.7 Interdepartmental budget transfers within a division to fund a departmental travel request in excess of the original budgeted amount for the department must be approved in advance by the General Manager, Chief Executive Officer before said request can be approved.

4.0 **RESPONSIBILITY**

4.1 Traveler

4.1.1 Authority travelers are expected to spend the Authority's funds prudently. Business travel expenses will be paid if they are within the parameters of the Authority's policies and procedures.

4.1.2 Since frequent flyer miles earned by Authority travel cannot be used for personal use and should be used for subsequent business travel, it is the responsibility of the traveler to keep track of these miles.

4.2 Authority. The Authority is responsible for ensuring the reasonableness of travel related expenses and for processing timely reimbursements.

4.3 Authorizing department and/or division. The approver(s) have primary responsibility for ensuring compliance with this policy. The approver(s) must verify that expenses and expense reports meet the following criteria:

4.3.1 The information contained on the expense report and in the attached documentation is consistent with this policy;

4.3.2 The funds for travel have been appropriated in the current budget;

4.3.3 The expenditure is charged to the proper account(s).

5.0 **ATTACHMENT**

5.1 Travel Report & Reimbursement Request Form

5.2 Affidavit for Travel Reimbursement

TRAVEL REPORT & REIMBURSEMENT REQUEST

Greater Cleveland Regional Transit Authority

(See Instructions and Definition of Terms Chart)

TRAVEL AUTHORIZATION					
NAME OF PERSON TAKING TRIP		TITLE		NAME OF DEPARTMENT	
PURPOSE OF TRIP			WILL A P-CARD BE NEEDED? <input type="checkbox"/> Y <input type="checkbox"/> N	DATE/S OF TRIP FROM: _____ TO: _____	
DESTINATION	LODGING MAXIMUM \$	MAXIMUM DAILY PER DIEM \$		TOTAL ESTIMATED EXPENSES \$	
DEPARTMENTAL APPROVAL DATE			DGM, GM OR BOARD PRESIDENT (AS APPLICABLE) APPROVAL DATE		

ACTUAL TRAVEL EXPENSES							TOTAL
DATE (ONE DAY PER COLUMN) --->							
A	LODGING + TOTAL TAX (ATTACH RECEIPTS)						
B	MEALS AND INCIDENTAL EXPENSES (ATTACH ITEMIZED RECEIPTS)						
C	CONFERENCE / REGISTRATION FEES (ATTACH RECEIPTS)						
D	TRAINING/SEMINARS (ATTACH RECEIPTS)						
	TRANSPORTATION TYPE (ATTACH RECEIPTS)						
E	AIR TRAVEL/TRAIN TRAVEL/GROUND TRANSPORTATION						
F	PRIVATE AUTOMOBILE (MILEAGE)						
G	CAR RENTAL (ATTACH RECEIPTS)						
H	TOLLS, PARKING, ETC.						
I	OTHER (SPECIFY)						
	TOTAL EXPENSES OVERALL						
	*LESS RTA PREPAID EXPENSES / REIMBURSEMENTS						
T	NET EXPENSES TO BE REIMBURSED						
<i>TOTAL AMOUNT TO BE REIMBURSED (T MUST = T) ---></i>							\$

FILL IN ACCOUNT DISTRIBUTIONS AND TOTALS

	FUND	MODE	COST CENTER	FUNC.	OBJECT CLASS						TOTALS
A					5	0	9	0	2	6	
B					5	0	9	0	2	2	
C					5	0	9	0	2	7	
D					5	0	9	0	2	8	
E					5	0	9	0	2	5	
F					5	0	9	0	2	0	
G					5	0	9	0	2	4	
H					5	0	9	0	3	1	
I											
I											
	PROJECT NUMBER				GRANT ID				TOTAL AMT.		

***EXPLAIN RTA PREPAID EXPENSES/REIMBURSEMENTS**

TRAVELER SIGNATURE	
Reimbursement is requested for the above listed expenses which are hereby certified to have been lawfully incurred by me in connection with my official duties on behalf of the GCRTA.	
SIGNATURE OF TRAVELER INCURRING EXPENSES	DATE
APPROVALS OF EXPENSES	
DEPARTMENT HEAD	DATE
INTERNAL AUDIT POLICY COMPLIANCE	
AUDITOR SIGNATURE	DATE
DEPUTY GENERAL MANAGER OR GENERAL MANAGER OR BOARD PRESIDENT (IF APPLICABLE)	DATE

TRAVEL REPORT & REIMBURSEMENT REQUEST

Instructions

Authority/Reference

Chapter 656 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority
Administrative Procedure No. 024

Travel Authorization

The traveler should complete the Travel Authorization section and submit the Travel Report & Reimbursement Request form ("Travel Request Form") to the appropriate Director, Executive Director, Deputy General Manager, General Manager or Board President prior to the date of travel. An estimate of the total expenses for the trip should be entered in the space provided. The estimate should include lodging, meals and incidental expenses, conference fees, transportation, and any items prepaid in advance. Travel P-Cards should be available for the use of individuals in the positions listed in Administrative Procedure 024 Travel Expense Reimbursement.

Actual Travel Expenses

The traveler should complete the Actual Travel Expenses section and submit the Travel Request Form within 30 days of return from travel. This section provides spaces for itemizing expenses for a five-day period. If the travel encompasses a longer period than five days, additional forms should be used.

The following items must be attached, if applicable:

- Trip report memorandum (all travel)
- Lodging receipt (Please see Chapter 656.02(f) of the Codified Rules and Regulations for the reimbursement rate.)
- CONUS index for the destination city
- Itemized receipts for meals and incidental expenses (Please see Chapter 656.02(g) of the Codified Rules and Regulations for the reimbursement rate.)
- Receipt for conference fee
- Documentation of air fare
- Mileage report
- Rental car receipt
- Receipts for tolls, parking, fuel

Prepayment Requests

Please see Administrative Procedure No. 024 for the procedure to request prepayment of travel expenses or reimbursement of prepaid expenses incurred more than 30 days before travel.

Approval of Expenses

Please see Administrative Procedure No. 024 for the procedure and timeline for expenses to be approved.

Object Class Coding and Classifications

Please see Administrative Procedure No. 024 for the items included in each category listed below.

Form Code	Object Class	Description/Category
A	509026	Lodging – Administrative Procedure No. 024, Section 3.5.2
B	509022	Meals and incidental expenses – Administrative Procedure No. 024, Section 3.5.3
C	509027	Conference fees – Administrative Procedure No. 024, Section 3.5.4
D	509028	Training and seminars
E	509025	Air travel/train travel/ground transportation – Administrative Procedure No. 024, Section 3.5.5.1
F	509020	Private automobile (mileage) – Administrative Procedure No. 024, Section 3.5.5.3
G	509024	Car rental – Administrative Procedure No. 024, Section 3.5.5.4
H	509031	Tolls, parking, etc. – Administrative Procedure No. 024, Section 3.5.5.5

AFFIDAVIT FOR TRAVEL REIMBURSEMENT

I, _____, hereby do solemnly swear and/or affirm that I incurred the following expenses while traveling on behalf of the Greater Cleveland Regional Transit Authority (“GCRTA”), and that I was unable to produce, obtain or retain a bona fide itemized receipt for the following:

Date	Amount of Expense	Purpose of Expense	Where Purchased	Reason for no Receipt

I hereby understand that if the expenses claimed above were not actually incurred while traveling on behalf of the GCRTA that I will be subject to appropriate disciplinary action up to and including discharge by the GCRTA and subject to any other penalty provided by law.

I further understand that if I do not submit itemized receipts for travel expenses in the future, I will not be reimbursed for those expenses for which I do not provide itemized receipts.

FURTHER AFFIANT SAYETH NAUGHT.

Signed by Affiant

Employee ID Number

Print Name

This is a non-jurat certificate. No oath or affirmation was administered to the signer.

BEFORE ME, a Notary Public, did personally appear _____, who acknowledged to me that they did sign the foregoing instrument and that the same is their free act and deed. Subscribed in my presence this _ day of _____, _____.

NOTARY PUBLIC