

**AMENDING RULES AND GUIDELINES GOVERNING INCIDENTAL  
EXPENSE REIMBURSEMENTS TO THE GENERAL MANAGER**

WHEREAS, Resolution No. 1985-116 approved the rules and guidelines governing incidental expense reimbursement to the General Manager; and

WHEREAS, Resolution 1988-123 approved changes to the rules and guidelines governing incidental expense reimbursement to the General Manager; and

WHEREAS, the General Manager, in the course of transacting official business on behalf of the Greater Cleveland Regional Transit Authority, may incur incidental expenses; and

WHEREAS, the Board has determined that such incidental expenses may be necessary to further a proper public purpose; and

WHEREAS, the adoption of Rules and Guidelines governing the reimbursement of incidental meeting expenses to the General Manager will provide for and insure that such reimbursements will be in conformity with applicable laws governing the expenditure of public funds for a proper public purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Rules and Guidelines governing incidental expense reimbursements to the General Manager, a copy of which is attached hereto and is fully incorporated herein and made a part of this resolution, are hereby adopted as the policy of the Greater Cleveland Regional Transit Authority.

Section 2. That the total allowable incidental expense reimbursements permitted by these Rules and Guidelines shall not exceed Ten Thousand Dollars (\$10,000.00) on a calendar year basis.

Section 3. That the Rules and Guidelines governing incidental expense reimbursements, as adopted by this resolution, shall be applicable only to expenses incurred by the General Manager or an employee authorized and designated by the General Manager to incur said expenses on his behalf.

Section 4. That the General Manager or designee may not delegate the authority to incur incidental expenses permitted by the Rules and Guidelines contained herein to any other employee of the Greater Cleveland Regional Transit Authority.

Section 5. That all expenditures made pursuant to this resolution and the Rules and Guidelines adopted herein shall be made from the General Fund of the Authority.

Section 6. That this resolution shall be effective immediately upon its adoption.

Adopted: February 20, 1990

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
General Manager/Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

GUIDELINES AND RULES  
GOVERNING INCIDENTAL  
EXPENSE REIMBURSEMENTS  
TO THE GENERAL MANAGER

These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the General Manager incidental to official business.

GENERAL RULES

- a. Spending Authority. The authority to incur expenses is expressly limited to the General Manager and/or an employee authorized and designated by the General Manager to incur said expenses on his behalf.
- b. General Manager's Obligation. The General Manager, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.
- c. Reimbursable Expenses. Expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business. These expenses can be incurred within, or outside, Cuyahoga County.
- d. Maximum Allowance. The maximum allowable expense reimbursement is limited to \$10,000.00 on a calendar year basis.

ALLOWABLE EXPENSES

- a. Meals. Cost of any meals for the General Manager and business guests. This may include Authority employees and/or Board members.
- b. Taxicabs.
- c. Parking and Tolls.
- d. Telephone Calls and Postage.
- e. Rental of Equipment. Rental of temporary meeting area; or rental of a temporary office facility necessary to conduct official business.
- f. Supplies.
- g. Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business.
- h. Gratuities. Up to 15% (excluding tax)

Guidelines and Rules Governing  
Incidental Expense Reimbursements  
to the General Manager  
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NON-ALLOWABLE EXPENSE

- a. Alcoholic beverages, entertainment.
- b. This incidental expense reimbursement procedure is not intended to supersede current guidelines for travel expense reimbursements. All travel by the General Manager is to continue to be submitted on the form "Employee Travel and Expense Account".
- c. Costs incurred under these guidelines relating to relatives, spouses, or any other individuals not engaged in official business are unallowable.

DELEGATION

- a. The General Manager may delegate authority to incur incidental expenses to an employee designated by the General Manager to incur expenses on his behalf.

REIMBURSEMENT PROCEDURE

- a. Expenses will be submitted on the form "General Manager's Incidental Expense Report", with supporting receipts.
- b. For expenses incurred by the General Manager's designee, the General Manager will attach a written statement to the "General Manager's Incidental Expense Report" indicating his authorization of such expenditures.
- c. A separate expense report will be submitted for each instance that the expense account is used. (Do not summarize daily, weekly, etc.)
- d. The purpose of each business meeting must be listed on the expense report, as well as all attendees for which expenditures are claimed.
- e. The form will be reviewed by the Director of Accounting and approved by the Assistant General Manager - Finance & Administration and the President of the Board of Trustees for payment.
- f. All costs will be captured on a separate budget line item for ease of identification.

# GENERAL MANAGER'S INCIDENTAL EXPENSE REPORT

## Greater Cleveland Regional Transit Authority

Date \_\_\_\_\_

	AMOUNT	PURPOSE OF MEETING	LIST OF ATTENDEES
Meals			
Rental of Equipment			
Supplies			
Parking/Tolls			
Taxicabs			
Telephone/Postage			
Other			
<b>Total Expenses to be Reimbursed</b>			

**Instructions:**

- Attach receipts for all expenses listed.
- Submit this report for each instance that the incidental expense account is used (Do not summarize daily, weekly, etc.)
- Reimbursements will be made on a monthly basis by the 10th of the following month.
- Submit report to Accounting Department.

**Account Distribution**

FUND	MODE	DEPT.	SECTION	LOCATION	FUNCTION	OBJECT CLASS	CAPITAL PROJECT	AMOUNT

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 Greater Cleveland Regional Transit Authority.

\_\_\_\_\_  
Signature of General Manager

**Review and Approval of Expenses**

\_\_\_\_\_  
Signature of Director of Accounting (Review)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant General Manager-Finance and Administration (Approved)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President of Board of Trustees (Approved)

\_\_\_\_\_  
Date