

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Fiscal  
**Policy Number:** 11.02.04  
**Policy Name:** Employee Travel Reimbursement

**Original Effective Date:** 09/01/2012  
**Revision Date(s):** 05/01/2015  
**Current Revision Date(s):** 05/01/2015  
**Approved By:** Tamara Chapman-Wagner (Interim Administrator)

**PURPOSE:** To establish the guidelines for reimbursement to Division of Children and Family Services (DCFS) employees for business-related travel that does not require a board action by the County Executive.

**SCOPE:** This policy applies to all DCFS employees required to travel in the course of their duties.

**POLICY**

- I. The Administrative Services, through the Fiscal Unit, reimburses employee's non-County Executive-approved and County Executive-approved travel expenses.
- II. Individuals will only be reimbursed for any duty-related travel expense actually incurred (mileage, public transportation reimbursement, and/or parking) over and above the normal costs associated with coming to work.
- III. Individuals traveling to an alternate worksite (not their main worksite) will be reimbursed for mileage in excess of that which would have been incurred by the employee during their normal commute.
- IV. All travel reimbursement forms must be submitted on/before 5:00 PM on the 3<sup>rd</sup> business day in the month following the month of travel. Travel reimbursement submitted after that may be denied. All travel forms submitted after the deadline for the month following the month of travel must be approved and signed by the employee's Deputy Director.
- V. All employees will be reimbursed for travel expenses that are reasonable and directly related to duty-related travel. DCFS has defined reasonable mileage to be the mileage recorded by entering the amount shown on the driving directions map (Yahoo! Maps/Mapquest/ etc.) rounded to 1 decimal.

If second decimal is 4 or less, round down and/or if the second decimal is 5 or more, round up. (See following examples: If mileage shown = 12.44, use 12.4 on your mileage report; If mileage shown = 12.45, use 12.5 on your mileage report). Employees must travel at the least possible cost.

## PROCEDURES

- I. The DCFS employee incurs expense(s) related to the performance of their job duties.
  - A. Mileage
    - 1.) All non-bargaining employees are reimbursed at a rate of \$.445 per mile traveled.
    - 2.) All bargaining unit employees will be reimbursed at the IRS rate on/after July 1, 2012.
    - 3.) Employees are reimbursed for accrued mileage that is reasonable.
      - a.) Reasonable is defined as the number of miles using the most direct route of travel from one location to another.
      - b.) Various online (driving directions) Maps defines reasonable miles from one location to another. (Yahoo Maps/Mapquest/etc.)
  - B. Public Transportation
    - 1.) Employees who, on the date of hire, were required to own/use a vehicle as part of their job description will **not** be reimbursed for any costs associated with the use of public transportation for work-related travel.
    - 2.) Employees who, on the date of hire, were not required to own/use a vehicle as part of their job description:
      - a.) Will not be reimbursed for the cost of a monthly bus pass.
      - b.) Who travel via public transportation using anything other than monthly passes (ie: daily, weekly passes, local or express tickets) will be reimbursed up to \$82.00/month when proof is provided.
        - i.) Employees are reimbursed \$2.25 per one-way trip, excluding the trip to/from home, or the cost of the purchased pass (excluding monthly), whichever is lower.
        - ii.) Passes must be turned in as proof of purchase.
  - C. Parking
    - 1.) Employees who are required to own/use a vehicle as part of their job description will be reimbursed no more than \$5.00 per day for parking at their worksite.
      - a.) Receipts must be provided.
      - b.) This provision does not apply to Social Workers whose monthly parking is paid by the county.

- 2.) Parking away from the office will be reimbursed fully when a receipt is provided.
  - 3.) Employees who are not required to own/use their own vehicle as part of their job description paying “monthly” parking rates with in/out privileges
    - a.) Will not be reimbursed for the cost of the monthly parking pass.
    - b.) Will be reimbursed for any travel expense actually incurred (mileage and/or parking) over the cost of the monthly parking pass when receipt(s) are produced.
  - 4.) Employees who are not required to own/use their own vehicle as part of their job description who pay daily parking rate and do not have in/out privileges
    - a.) Will not be reimbursed for the initial cost of parking for the day.
    - b.) Will be reimbursed for any additional parking expense actually incurred when receipt(s) are produced.
  - 5.) All employees who park in unattended lots with drop boxes and/or at parking meters
    - a.) Will not be reimbursed for any parking costs.
    - b.) Should secure parking nearby where a receipt can be provided.
- II. Employee completes the Employee Travel Expense Report monthly.
- A. Upon completion the report must be signed by the employee’s immediate Supervisor or designee.
  - B. Employee submits Employee Travel Reports to Payment Processing in the bin located outside Room 347-E in the appropriate hanging folder.
  - C. Employees travel reimbursement checks are mailed out from the county fiscal office to your last reported home address.
- III. Payment Processing processes all DCFS Employee Travel Reports and submits them to the County Fiscal Office.
- A. In accordance with II(C) of this protocol the Fiscal Office will mail out checks so employees will receive them no later than 21 business days from the submission deadline date.