

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Travel Policy</b>	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 22-BUS-04
RULE/CODE REFERENCE: OAC 126-1-02	SUPERSEDES: 22-BUS-04 dated 12/12/13
RELATED ACA STANDARDS: 4-4066; 4-4094; 4-4197; 4-4198; 1-CTA-1B-09; 4-APPFS-3H-03	EFFECTIVE DATE:  February 29, 2016
	APPROVED:  

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to give proper direction and guidance in terms of authority, reporting, and reimbursement for travel in the State of Ohio. The general policy concerning travel of Ohio Department of Rehabilitation and Correction employees shall be governed by the policies established by the State Office of Budget and Management, Department of Administrative Services, Office of Fleet Management, and Office of Risk Management and respective collective bargaining units.

**III. APPLICABILITY**

This policy applies to all state agents as defined in this policy.

**IV. DEFINITIONS**

**Compensation** - Payment for services rendered whether made on an hourly, per diem, salaried, or fee basis, but does not include reimbursement of travel expenses.

**Headquarters** - The office address at which a state agent has his/her primary work assignment or if a state agent's primary work assignment involves regularly scheduled travel, the place which has been designated as the individual's headquarters where he/she can most effectively carry out his/her assigned duties.

**Paid travel status** – A state agent who is traveling on behalf of the state and is in an active pay status.

**State Agent** - Any officer, member, or employee of a state agency whose compensation is paid, in whole or in part, from state funds, but shall not include:

- A. Any member, officer, or employee of, or consultant to the general assembly, supreme court, court of appeals, court of claims, any agency of these, or any state university or college as defined in division (A)(1) of section 3345.12 of the Revised Code;
- B. Any volunteer serving without compensation; and
- C. Any person interviewing for a position described in section 126.32 of the Revised Code.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure all travel laws, rules, policies, and directives are followed. The Director of the Ohio Department of Rehabilitation and Correction or the Director's designated representative(s) are vested with the approval authority of all travel by its employees prior to final approval by the Office of Budget and Management.

## VI. PROCEDURES

### A. Traveling Employees

- 1. All travel by state agents at state expense or on paid travel status must be authorized prior to travel by the Director or designee and must be in accordance with Rule 126-1-02 of the Ohio Administrative Code. Travel provisions in the collective bargaining agreements, including rates, supersede any conflicting provisions of the in-state travel rule adopted by the Office of Budget and Management (OBM). The provisions of the in-state travel rule remain applicable to the extent that the appropriate collective bargaining agreement does not include conflicting provisions or does not address an issue.
- 2. Supervisors are responsible for travel performed by their personnel. Approval of travel authorizations implies certification to the Director and the Office of Budget and Management that the traveler will comply with all travel regulations, laws, and general policies concerning travel.
- 3. The criteria for a travel authorization is when overnight lodging, car rental, international travel and or airfare is required. When incurring any of the above referenced criteria, all other travel expense categories can be included on the travel authorization (e.g. mileage, meal per diem, parking). Travel authorizations are not required for mileage only reimbursements or any other travel expense that does not meet the above referenced criteria for a travel authorization. Employees must submit travel authorizations, expense reports, and receipts in accordance with Rule 126-1-02 of the Ohio Administrative Code.

### B. State-Owned Vehicles

- 1. Personnel assigned state-owned vehicles have the responsibility of operating these vehicles in accordance with Department of Administrative Services (DAS) policy VF-02, State Self Insured Vehicle Liability Program and policy VF-01, Employee's Use of Employer Provided Vehicles.

2. State-owned vehicles are to be used only for official business of the Department of Rehabilitation and Correction and are to be operated at all times in compliance with the provisions of Ohio laws. Drivers of state vehicles should carry such liability insurance as they deem necessary even though the State provides limited liability coverage. A record of each car assignment must be filed with the Department Fleet Administrator.
3. To operate a state-owned vehicle, the employee or authorized other parties must have a valid operating license in his/her possession. Travel by state-owned automobile is authorized only for other parties who are properly designated by a state agency and endorsed onto insurance coverage through the Department of Administrative Services. Without a valid operating license, the State Self Insured Vehicle Liability Program will not cover the employee or other authorized parties.
4. The State Self Insured Vehicle Liability Program will not cover the operation of a state vehicle when the employee is not on official state business, or while authorizing or permitting a private citizen who is not a state employee to operate a state vehicle. This is considered illegal use of state vehicles.
5. Smoking is prohibited in all vehicles owned or leased by the State and its agencies, pursuant to Ohio Administrative Code Section 3701-52.
6. Ohio HB 99 was signed into law on June 1, 2012. The law bans writing, sending or reading a text message or email on a handheld electronic wireless communication device (e.g. wireless telephone, text-messaging device, laptop computer or other similar device) while driving a state vehicle with the exception of doing so during an emergency situation in accordance with ORC 4511.
7. Should a state vehicle become involved in an accident, the employee must notify the Ohio State Patrol immediately. Subsequent reports required by existing law must be submitted, together with an Incident Report (DRC1000) in accordance with Department policy 01-COM-08, Incident Reporting and Notification to the DRC Fleet Administrator.

C. Privately Owned Automobiles

1. The use of personal automobiles may be authorized by the Director or the respective Managing Officer or designee for those employees accumulating fewer than the number of business miles per year as established by DAS Office of Fleet Management as the threshold for consideration of exclusive assignment of a state-owned, leased or pooled motor vehicle or when a state automobile is not available. Persons driving personal automobiles on state business are not covered by the current state liability insurance policy.
2. Travel by privately owned automobile or motorcycle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Ohio Revised Code.
3. Reimbursement for travel by privately owned automobile or motorcycle shall not be made unless the traveler submits a pool car request to the Pool Car Coordinator/Fleet Administrator who verifies that no pool cars were available at the time of travel and the request is recorded by the Pool Car Coordinator.

4. The State does not extend automobile liability insurance to personal vehicles, even though the vehicle is used to conduct state business. Such insurance must be paid for by the employee for personal protection against suits and claims for personal injury and property damage while operating a private vehicle in the course of state employment.
  5. No employee may be reimbursed for expenses on a mileage basis unless that person carries motor vehicle liability insurance pursuant to Section 4509.51 of the Ohio Revised Code.
- D. Any board or commission member who does not receive statutory compensation, but is entitled to actual and necessary expenses, shall conduct all travel in accordance with Rule 126-1-02 of the Ohio Administrative Code. All travel reimbursements must be made on a Travel Expense Report (OBM7148).
  - E. When the headquarters of an officer or employee is other than the office address, a notice must be filed by the supervisor with their respective Managing Officer and the Director. After approval by the Director and respective Managing Officer, the notice shall be filed with the agency's Office of Human Resources.
  - F. Each employee desiring to travel must obtain the approval of the Managing Officer prior to the time the travel is performed. Employees who travel routinely as a requirement of their position may request approval in the form of weekly itineraries that would be approved by the proper authority.
  - G. Travel authorizations referenced in section VI. A.3 of this policy shall be submitted and approved electronically in Ohio Administrative Knowledge System (OAKS) by the supervisor and/or Managing Officer. Supervisors are responsible for reviewing employee attendance records to ensure that the employee requesting travel reimbursement was on active duty status at the time.
  - H. In-state travel by air must be approved in advance by the Director. All back-up documentation must be submitted to Ohio Shared Services according to the travel procedures.
  - I. A state agent shall not be compensated or reimbursed for mileage or time commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence. In most instances, any mileage and or time commuted will be computed from the location of the headquarters to any intermediate destination. However, when departure/end destination is appropriate from/to the state agent's residence (where state agent's residence is not his/her assigned headquarters), mileage and or time commuted shall be computed to not include normal commute mileage and or time commuted. Regardless of direction, if travel is to a destination of lesser mileage than the normal mileage and or time commuted, no reimbursement shall be made.
  - J. Out-of-state travel must be approved in advance by the Director. An Out-of-State Travel Request (DRC1152) must be completed and approved by the following as applicable: The traveler's supervisor, Deputy Warden, Managing Officer, Regional Director, Managing Director, Chief and or Deputy Director. The final signature on the form is required to be signed by the Director or designee. This form is required by DRC. This form is not required by Ohio Shared Services.

**Related Department Forms:**

Incident Report	DRC1000
Out-of-State Travel Request	DRC1152