

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**TRAVEL AND EXPENSE REIMBURSEMENT**

**SECTION 5.09  
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- A. Mileage: Employees should use a County owned vehicle whenever possible. However, any employee who uses a privately owned automobile on approved County business shall be reimbursed at the current County reimbursement rate. The employee's immediate supervisor must have given approval prior to incurring the expense. To receive reimbursement, the employee must submit the odometer readings of the vehicle showing starting and ending mileage. When air flight is less expensive than paying mileage, the cost of air flight may be approved at the discretion of the Appointing Authority.
- B. Lodging: Reimbursement for lodging shall be made at the single bed, single person rate at a hotel or motel reasonably close to the place where County business will be conducted if the required travel destination is located sixty (60) or more miles, one way, from the Sandusky County Courthouse. Lodging closer to Fremont may be allowed by passage of a special resolution by the Board of County Commissioners if deemed necessary. To receive reimbursement for phone calls listed on the lodging bill, the nature of the call (i.e., business or personal), and destination must be noted. Only calls for County business shall be reimbursed.
- C. Meals: The cost of meals while an employee is away on approved County travel shall be reimbursed at the current County reimbursement rates. Reasonably priced meals should be ordered.
- D. General: All expenses for which reimbursement is requested shall be accompanied by the Sandusky County Statement of Expense and all original receipts for such expenditures (e.g., parking, tolls, fees, etc.).

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- E. Conventions: The County may approve attendance by employees at one (1) national convention of a professional organization relating to the business of the department in each calendar year. The maximum allowance for such conventions will be as currently approved by the Board of Commissioners. When the cost of meals are included in the registration fee for a conference, convention, or seminar, the cost of duplicate meals shall not be reimbursable.
- F. Disabled Employees: When considering any employee request for job-related travel, the Appointing Authority will consider the special needs of an employee with a permanent disability that substantially affect the employee's ability to drive, see, hear, etc.

SCAA will not deny job-related travel to a qualified employee with a disability merely because of the employee's disability.