



7.3 Travel Policy

PURPOSE:

To ensure that travel by employees and members of the Board of the Highway Patrol Retirement System (HPRS) is reasonable and necessary and conducted in the most cost-effective manner possible.

SCOPE:

This policy applies to all HPRS employees and Board members.

OVERVIEW:

At times, it is necessary for employees and Board members to travel to other locations to conduct HPRS business or attend training. The Executive Director and the Board are charged with the responsibility to ensure that the travel is justified.

DEFINITIONS:

None.

POLICY:

It is the policy of the Ohio Highway Patrol Retirement System to ensure that all business-related travel is reasonable and necessary and complies with all applicable statutes, rules, and regulations. In all cases, travel expenses should be cost-effective and reflect the prudent expenditure of HPRS funds.

PROCEDURE:

- **Local travel:** Occasionally, it may be necessary for Board members and HPRS staff to use their personal vehicles to attend local job-related meetings or training that does not require an overnight stay. Reasonable and necessary travel expenses such as mileage and parking will be reimbursed according to the Reimbursement of Expenses Policy – 7.4.
- **Overnight in-state travel:** Prospective travelers should inform the Executive Director or Board Chair as soon as possible if an overnight stay may be necessary. The Board Chair will determine if in-state travel warrants an overnight stay for Board members, while the Executive Director will make the determination for HPRS staff. If it is determined that an overnight stay is warranted, the employee will be reimbursed for the cost of the lodging in addition to customary travel expenses (mileage, meals, etc.). (See Reimbursement of Expenses Policy – 7.4)

- **Out-of-State travel:** All out-of-state travel by trustees must receive prior approval from a majority of the Board of Trustees. Out-of-state travel by HPRS staff must receive prior approval from the Executive Director. Airfare should be purchased at the lowest rate considering the traveler's schedule and employment responsibilities. (See Reimbursement of Expenses Policy – 7.4; Ohio Administrative Code 5505-9-02.)
- Prior to approval of any out-of-state travel, a travel expense estimate will be completed and submitted to the Executive Director. The Executive Director shall review all travel expense estimates to ensure compliance with the Reimbursement of Expenses Policy – 7.4.
- Board members are permitted to attend up to three out-of-state meetings, conferences, or seminars per calendar year, as long as said meetings do not have a total cost to HPRS in excess of \$6,000, excluding conference registration charges.
- No more than three Board members should attend any one out-of-state meeting, conference, or seminar.
- Any costs incurred by any person or persons traveling with a Board or staff member are to be paid by the respective Board or staff member.

LEGISLATION: ORC 5505.07; OAC 5505-9-02

REVISIONS:

Approved with revisions, April 21, 2022
Reformatted with no revisions, December 15, 2017
Approved with no revisions by HPRS Board, December 19, 2013
Approved with revisions by HPRS Board, June 27, 2013
Effective date: May 1, 2012



7.4 Reimbursement of Expenses Policy

PURPOSE:

To ensure that employees and members of the Board of the Highway Patrol Retirement System (HPRS) are reimbursed for any actual and necessary expenses incurred as the result of any necessary travel and attendance for any approved training or meeting.

SCOPE:

This policy applies to all HPRS employees and Board members.

OVERVIEW:

The use of personal funds for business expenses should occur only in those situations when routine purchasing practices are impractical or impossible. When it is necessary for employees and Board members to expend personal funds for HPRS-related expenses, these expenses should be reimbursed promptly with sufficient documentation.

DEFINITIONS:

None.

POLICY:

It is the policy of the Ohio Highway Patrol Retirement System to ensure that employees and Board members are not held personally responsible for expenses incurred on behalf of HPRS. Pursuant to OAC 5505-9-02, all claims for reimbursement of expenses shall be submitted in a timely manner and on a prescribed form, and shall be actual, necessary and within the bounds of prudent judgment.

PROCEDURE:

~~Requests for reimbursement of expenses must be submitted to HPRS Administration on a prescribed form. The form can be found on the HPRS website (www.ohprs.org) under "Forms". The reimbursement form is listed under "Other".~~

REIMBURSEMENT:

Reimbursement for meals and incidental expenses of HPRS staff and trustees will be for the reasonable and actual expenses up to the allowable/full U.S. General Services Administration (GSA) per diem rate found at www.gsa.gov.

The standard meal and incidental expenses allowance is based on a full day of official travel (twenty-four hours). The first and last day of travel will be calculated at 75% of the GSA per diem rate.

When round-trip travel out of state by air occurs within the same day, reimbursement is authorized but shall be pro-rated as provided for in this policy.

Reimbursement for gratuities shall not exceed 20% of the meal cost and are included in the meal per diem allowance.

- For Board members, expenses as a result of out of state travel are not eligible for reimbursement unless the travel received prior approval by a majority of trustees at a board meeting. For staff, the Executive Director must approve all out-of-state travel prior to departure and reimbursement.
- All requests will be reviewed by the Administrative Assistant for accuracy and appropriateness prior to submission to the Board Chair or the Executive Director.
- The Board Chair will review and approve all reimbursement requests submitted by Board members and the HPRS Executive Director. Requests submitted by HPRS staff members will be reviewed and approved by the Executive Director.
- Receipts or other proof of purchase must accompany all requests for reimbursement, except for gratuities. Itemized receipts are required for reimbursement of meal expenses.

Reimbursable Expenses may include:

- Actual cost of lodging at the single occupancy rate
- Meals at actual cost, providing such costs is reasonable and necessary, up to the allowable/full U.S. General Services Administration (GSA) per diem rate found at www.gsa.gov. (does NOT include alcoholic beverages)
 - Alcoholic beverages are not eligible for reimbursement.
- Tips as customary and reasonable
- Airfare at the lowest rate with regard to a traveler's schedule and employment responsibilities, including any necessary fees and taxes
- Personal vehicle mileage at the prevailing rate established annually by the IRS for business travel
- Car rental when necessary and reasonable for business use
- Parking fees as necessary
- Public transportation as necessary

LEGISLATION: ORC 5505.05; ORC 5505.07; OAC 5505-9-02

REVISIONS:

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September 18, 2023

Michael Press
General Counsel
Ohio State Highway Patrol Retirement System
1900 Polaris Parkway, Suite 201
Columbus, OH 43240

Dear Mr. Press:

Pursuant to R.C. 5505.062, we have reviewed the draft revisions of the *SHPRS Travel Policy 7.3 and SHPRS Reimbursement of Expense Policy 7.4*, focusing on the changes you highlighted in your email and attachments that we received on August 21, 2023.

As you noted, the Ohio State Highway Patrol Retirement System (SHPRS Board) is seeking to change its travel policy to exclude conference registration fees paid by SHPRS from the \$6,000 cap on out-of-state meetings. You also noted that the Board was seeking to change its reimbursement of expense policy to add more restrictive language that explicitly sets a cap for each day's reimbursement. You stated that SHPRS proposed policy is consistent with other state pension funds travel policies.

Upon review of these two proposed changes, we did not identify anything that would create any issues under the Ethics Laws and related statutes, including Chapter 102 and R.C. 2921.42 and 2921.43.

Please contact me at: (614) 466-7091 if you have any questions.

Sincerely,

Paul M. Nick
Executive Director