



STRS Ohio
Travel and Expense
PROCEDURES
for Associates

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TRAVEL AND EXPENSE FORMS

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In addition to this *STRS Ohio Travel and Expense Procedures for Associates*, please review the *STRS Ohio Travel and Expense Policy for Associates* that provides policy and guidelines for associates incurring business travel and expenses on behalf of the organization.

TRAVEL AND EXPENSE PROCEDURES FOR ASSOCIATES

TRAVEL CONTACTS AT STRS OHIO

Key Travel Contact	Name	Department
STRS Ohio travel coordinator	Shawn Giffin	Executive
Department travel arranger is responsible for reviewing: <ul style="list-style-type: none"> • <i>Authorization for Travel</i> form (before travel) before deputy executive director and/or executive director. See example on Page 3. • <i>Staff Business/Travel Expense Report</i> form (after travel) before department senior staff or direct report to executive director. See example on Pages 4–5. 	Check with your supervisor	
Designated STRS Ohio travel agent	Traveline	

TRAVEL ARRANGEMENTS

Reservation Procedures

All air travel and out-of-state car rental reservations, including en route changes, must be booked through Traveline, the STRS Ohio travel agent.

Traveline

Regular Office Hours Monday–Friday, 8 a.m.–8 p.m.
 Phone (614) 457-7200
 Toll-free 1-800-860-7200
 Fax (614) 734-8503
 Website..... www.traveline.com
 Contact..... Corporate Reservations for STRS Ohio

In some departments, an associate’s airfare and travel reimbursement expenses may need to be charged to another area. Let the travel agent know which area the expense should be charged to when the arrangements are made.

Traveler Profiles

Associates need to fill out a traveler profile form from the STRS Ohio travel area of webSTRS. Completed forms should be submitted to the department’s designated travel arranger to be faxed to Traveline. A copy should be submitted to the STRS Ohio travel coordinator.

The traveler may choose to list a personal credit card number to guarantee hotel and rental car reservations.

Additionally, the traveler is responsible for informing the STRS Ohio travel agent of all personal travel information changes including credit card numbers, phone numbers, title, medical restrictions, special meal requirements and seat preferences.

Emergency Travel Assistance

In case of emergency, travelers may use the 24-hour, toll-free Travel Center phone number (1-800-860-7200) for questions/changes while traveling. Or, travelers may call their department’s designated travel arranger during regular business hours. Travelers must have a profile completed with Traveline to use the Emergency Travel Center.

PHONE AND INTERNET USAGE

Business Phone Calls

Travelers may sign out a cell phone from the Information Technology Services (ITS) Service Desk to use when traveling.

Associates who have been approved for cell phone reimbursement for business use should refer to the Mobile Phone Policy for reimbursement information.

Business Phone Calls — International

International travelers should plan ahead for cost-effective arrangements for phone calls back to the states. These may vary from country to country and could include: signing out a cell phone from ITS, prepaying for international minutes, or purchasing a phone or minutes in the host country. Associates should contact the ITS Service Desk for assistance prior to travel for options and to secure international rates for a loaner phone.

Personal Phone Calls While Traveling

Travelers will be reimbursed for reasonable personal phone calls.

Hotel Phone Usage

Travelers should avoid making direct dial and long-distance phone calls and should use their own cell phone. Travelers may sign out a phone from the ITS Service Desk, if your current plan is not sufficient.

Voice Mail/Phone Access to STRS Ohio Associates

When dialing locally, you should use (614) 227-8699. Outside the local area, you should dial 1-888-285-2149. When you hear the “To Access Your Mailbox Enter Your Extension” message, follow the instructions given.

Internet Usage

Associates are encouraged to check out a portable 4G broadband device from the ITS service desk before travel to use for internet access, rather than incurring charges for the hotel’s broadband service.

STRS OHIO TRAVEL ASSISTANCE PROGRAM

The STRS Ohio Travel Assistance Program is a central point of communication that STRS Ohio associates can contact should an emergency situation or crisis arise while traveling on STRS Ohio business.

- During normal business hours, contact your department’s travel arranger.
- During nonbusiness hours, the STRS Ohio Security/Safety Department, (614) 227-4083, will be the point of contact.
- Travelers may use Traveline’s 24-hour toll-free Travel Center number for questions/changes while traveling: 1-800-860-7200.

STRS OHIO VEHICLE ROADSIDE ASSISTANCE PROGRAM

Emergency Roadside Assistance is available throughout the United States and Canada, 24 hours a day, 365 days a year. STRS Ohio associates will have to pay only for covered costs in excess of the per occurrence maximum.

Call the toll-free number on the membership card located in the glove box of each counseling van, and a service provider will be dispatched.

The following are covered emergencies:

- **Towing:** When towing is necessary, please contact STRS Ohio Safety and Security at (614)227-4083 for the location where the vehicle should be towed.
- **Battery Service:** If a battery failure occurs, a jump-start will be provided to start the vehicle.
- **Flat Tire Assistance:** Service consists of the removal of the flat tire and its replacement with the spare tire. If the disabled vehicle has no inflated spare, or if it has two or more flat tires, the vehicle will be towed subject to the program limits.
- **Gasoline, Oil, Fluid and Water Delivery Service:** An emergency supply of gasoline, oil, fluid and water will be delivered to the vehicle when in immediate need. When fuel or other fluid is delivered, it must be paid for by the associate, who can then submit the expense for reimbursement. Make sure to get an itemized receipt.
- **Lockout Assistance:** When keys are locked inside the vehicle or are lost, assistance will be provided to gain entry to the vehicle.
- **Accidents:** In addition to a police report, you should fill out an STRS Ohio *Vehicle Accident Report* located in the glove box of the vehicle and return it to the Safety and Security Department as soon as possible.

To Receive the Fastest Service Possible

Please have the following information ready to give the assistance coordinator:

- Membership number.
- The phone number from which you are calling.
- The location of the disabled vehicle (state, town, street address and/or closest intersection).
- The description of the disabled vehicle.
- The type of service necessary (flat tire, jump-start, tow, etc.).

NOTE: Please be with the vehicle when the service provider arrives as an unattended vehicle cannot be serviced.

OTHER REIMBURSABLE BUSINESS EXPENSES

Associates will be reimbursed for the following miscellaneous expenses:

- Air freight for business purposes
- Business office expenses (Internet usage, fax, copy services, etc.)
- Self-serve gasoline purchased for rental or fleet vehicles while traveling on STRS Ohio business
- Ground transportation (e.g., taxis)
- Business newspapers
- Business overnight delivery/postage
- Parking
- Personal car mileage when traveling on STRS Ohio business (calculation is from STRS Ohio office to conference)
- Room service charges as part of the meal service that do not to exceed per diem limits
- Preapproved seminar fees
- Modest tips as generally outlined elsewhere in this document
- Tolls
- TSA pre-screening programs (with manager's approval)

OTHER NONREIMBURSABLE EXPENSES

Associates will **not** be reimbursed for miscellaneous expenses including, but not limited to:

- Airline club membership dues
- Alcoholic beverages
- Annual fees for personal credit cards
- Baby-sitting
- Barbers and hairdressers
- Car rental charges for optional insurance or personal accident insurance
- Cigarettes and all tobacco products
- Clothing (i.e., socks, pantyhose)
- Corporate charge/corporate credit card delinquency fees/finance charges
- Entertainment, including sports events
- Expenses for travel companions/family members
- Golf fees
- Health club facilities, saunas, massages
- Helicopter services for airport transfers
- Laundry/valet services (Reasonable laundry costs will be reimbursed for extended international trips.)
- Loss/theft of cash or other property
- Loss/theft of luggage and briefcases
- Magazines, books, subscriptions
- Maintenance/tune-ups/car washing/detailing of personal automobiles
- Medical bills incurred during domestic travel
- Movies (including in-flight and hotel in-house movies)
- Noncompulsory insurance coverage (annual fee)
- "No show" charges for hotel or car service
- Optional travel or baggage insurance
- Parking or traffic tickets and fines
- Personal accident insurance
- Personal property insurance
- Personal telegrams
- Personal toiletries
- Pet care
- Rental car upgrades
- Shoeshine
- Souvenirs/personal gifts

TRAVEL AND EXPENSE FORMS FOR ASSOCIATES



STATE TEACHERS
RETIREMENT SYSTEM
OF OHIO

275 East Broad Street
Columbus, OH 43215-3771
614-227-4090
www.strsoh.org

AUTHORIZATION FOR TRAVEL

Approval Needed by: ____/____/____ (Date)
(To meet deadlines for registration discounts, travel arrangements, etc.)

In-state business Conference/Seminar* Out-of-state business*

Print name(s) of traveler(s) request approval to attend the following meeting/conference:

Name of meeting/conference _____

Sponsored by _____

Dates ____/____/____ through ____/____/____

Location (city, state) _____

Approximate business costs:

Airfare \$ _____

Hotel expenses \$ _____

Meal expenses \$ _____

Miscellaneous expenses \$ _____

Registration fee \$ _____

Total approximate business costs \$

*A planned agenda must be attached.

Specifically describe purpose/benefit of attendance and how attendance will help accomplish the STRS Ohio mission to partner with our members in helping to build retirement security. If travel is out-of-state and/or a high expense item, please provide rationale for travel. _____

Mode of travel: Air Rental car STRS Ohio car Personal car

Traveler's signature _____ Date ____/____/____

Admn. Manager's approval _____ Date ____/____/____

Deputy Director's approval _____ Date ____/____/____

Executive Director's approval _____ Date ____/____/____

This is required if: out-of-state or international travel is requested; total estimated cost exceeds \$5,000; and/or you are a direct report to the executive director.

STATE TEACHERS RETIREMENT SYSTEM OF OHIO STAFF BUSINESS/TRAVEL EXPENSE REPORT

(Please review instructions on reverse side before completing this form. Also, section titled "Information Gained/Business Conducted/Value of Trip" section on back must be completed.)

PREVIOUSLY PAID EXPENSES ⁽⁴⁾
 Registration fees/Other. \$ _____
 Airfare \$ _____
 Reimbursement \$ _____ E

TOTAL STRS OHIO COST \$ _____

Traveler's name _____ Title _____
 Purpose of trip _____

DATE (Mo./Day/Yr.)	LOCATIONS	(1) MEALS				(2) TRANSPORTATION		LODGING \$	(3) MISCELLANEOUS						
		Breakfast	Lunch	Dinner	Total	AUTO (Miles)	OTHER \$		Misc. \$	Itemized Detail or Explanation					
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
		\$	\$	\$	\$										
						A		B		C		D			
						Total Meals: \$		\$		\$		Total of A, B, C, D \$			
						Total Miles traveled by personal auto:		_____ miles x \$.565 per mile effective Jan. 1, 2013		\$		_____ miles x \$.56 per mile effective Jan. 1, 2014		\$	

Account _____ Department _____ Activity _____ \$ Amount _____

FINANCE USE: _____

TOTAL REIMBURSEMENT CLAIMED \$ _____ E

TRAVELER'S CERTIFICATION: I certify that all expenses claimed hereon are actual expenses incurred in connection with my official duties for the State Teachers Retirement System of Ohio and are in accordance with the STRS Ohio Travel and Expense Procedures.

Signature: _____ Date: _____ Approved by: _____ and _____
 (Signature of Administrative Manager) (Signature of Direct Report to Executive Director)

Approved "Authorization for Travel" form must be attached for reimbursement.

INSTRUCTIONS

Use a separate line for each date/location. Use a separate expense report for each trip.

- (1) Include any meal tips with meal cost. If “meals” or other expenses involve expenditures for other persons, indicate number and names of persons or organization(s) involved where indicated on the front of this form.
- (2) The “other” column under “transportation” is to be used for rental car, taxi, local bus, limousine, other travel within a city or additional unexpected airfare.
- (3) The “miscellaneous” column is for tips, parking or phone calls. Explain these expenses in the space provided. If more space is needed, use the “remarks” area below.
- (4) “Previously paid expenses” may include airfare or registration fees paid in advance by STRS Ohio or items already reimbursed to the associate.

REMARKS:

INFORMATION GAINED/BUSINESS CONDUCTED/VALUE OF TRIP:

STATE TEACHERS RETIREMENT SYSTEM OF OHIO
275 East Broad Street
Columbus, OH 43215-3771

614-227-4090
www.strsoh.org