



**STRS OHIO
TRAVEL AND EXPENSE POLICY
FOR ASSOCIATES**

Effective July 1, 2012

TABLE OF CONTENTS

TRAVEL AND EXPENSE POLICY — PURPOSE AND ENFORCEMENT	1
Purpose and Scope	1
Responsibility and Enforcement	1
Who to Call With Travel and Expense Questions	1
Adherence to Ohio Ethics Laws	1
TRAVEL CONTACTS AT STRS OHIO	2
OBTAINING TRAVEL AUTHORIZATION	2
Authorization Requirements for In-City and In-State Travel	2
Authorization Requirements for Out-of-State and International Travel	2
Spouse/Companion Travel	2
Use of Teleconferencing	2
TRAVEL ARRANGEMENTS	3
Reservation Procedures	3
Traveler Profiles	3
Emergency Travel Assistance	3
DOMESTIC AIR TRAVEL	3
Air Travel Reservations.....	3
Airline Class of Service	3
Upgrades for Domestic Air Travel	3
Lowest Airfare Definition	4
Airline Frequent Flyer Programs	4
Associates Traveling Together	4
Lost or Excess Baggage	4
Overnight Delays	4
Airline Tickets/Itineraries	4
Cancellations/Unused Airline Tickets.....	4
Air Travel Payment Procedures	5
Airport Parking	5
INTERNATIONAL AIR TRAVEL	5
Airline Class of Service	5
Upgrades for International Air Travel	5
LODGING	5
Hotel Reservations	5
Hotel Room Requirements.....	5
Long-Term Hotel Stays.....	5
Hotel Spending Reimbursements.....	5
Spouse/Companion Travel	6
Gratuities.....	6
Room Guarantee	6
Hotel Cancellation Procedures.....	6
Hotel Payment Procedures	6
RENTAL CAR	6
Rental Car Guidelines	6
Rental Car Reservations.....	7
Rental Car Categories	7
Rental Car Upgrades	7
Rental Car Insurance — Domestic	7
Rental Car Cancellation Procedures	7
Returning Rental Cars.....	7
Rental Car Payment Procedures.....	8
Rental Car Accidents.....	8
OTHER TRANSPORTATION	8
Personal Car Usage Guidelines.....	8
Reimbursement for Personal Car Usage	8
Ground Transportation to and From Terminals.....	8
Rail Travel.....	8
Class of Service — Rail Travel.....	9
PERSONAL/VACATION TRAVEL	9
Combining Personal With Business Travel.....	9
Personal/Vacation Travel Billing Procedures.....	9
PHONE USAGE	9
Business Phone Calls	9
Business Phone Calls — International.....	9
Personal Phone Calls While Traveling.....	9
Hotel Phone Usage.....	9
Voice Mail/Phone Access to STRS Ohio Associates	9
TRAVEL INSURANCE	10
Travel Insurance Coverage.....	10
Additional Travel Insurance Purchased by Travelers.....	10
Rental Car Insurance.....	10
MEALS	10
Personal and Business Meal Expenses	10
Spending Guidelines	10
Gratuities.....	10
Conference Meals	10
Documentation and IRS Requirements.....	10
Taxation of Meal Reimbursements	11
EXPENSE REPORTING	11
Timing for Expense Report Completion and Submission ...	11
Authorization Process	11
Documentation Requirements.....	11
Reimbursement of Expenses.....	11
Travel Report	11
Incorrect or Incomplete Expense Reports.....	12
OTHER REIMBURSABLE BUSINESS EXPENSES	12
OTHER NONREIMBURSABLE EXPENSES	12
STRS OHIO TRAVEL ASSISTANCE PROGRAM	13
STRS OHIO MEMBER BENEFITS COUNSELING	
ROADSIDE ASSISTANCE PROGRAM	13
To Receive the Fastest Service Possible	13
SAMPLE FORMS	
<i>Authorization for Travel</i>	14
<i>Staff Business/Travel Expense Report</i>	15

TRAVEL AND EXPENSE POLICY — PURPOSE AND ENFORCEMENT

Purpose and Scope

This document provides guidelines and establishes procedures for associates incurring business travel and expenses on STRS Ohio's behalf.

Objectives:

- Ensure all associates have a clear and consistent understanding of STRS Ohio's policy for business travel and expenses.
- Maximize STRS Ohio's ability to ensure accurate, timely and cost-effective handling of travel and business-related expenses.

This policy applies to all associates of STRS Ohio. "In-state travel" refers to travel within Ohio for associates who work at the Columbus headquarters and to travel within your state for associates who work in other states.

In addition, candidates for STRS Ohio positions must comply with the expenditure limits contained within this document (whether recruited by STRS Ohio or an outside entity), as well as outside consultants and vendors whose contract provides for travel reimbursement from STRS Ohio.

Responsibility and Enforcement

The associate is responsible for complying with this policy. **Any exceptions must be requested in writing with appropriate documentation and approved by the appropriate deputy executive director and executive director.** ~~Exceptions should be rare and generally involve unusual circumstances such as illness, emergency situations and weather-related issues. Hotel room rate exceptions are likely to be more common due to availability/cost in some markets.~~

STRS Ohio will reimburse associates for all reasonable and customary expenses incurred while traveling on authorized company business as explained in this document. STRS Ohio assumes no obligation to reimburse associates for expenses not in compliance with the STRS Ohio Travel and Expense Policy.

Associates who do not comply may be subject to:

- **Withholding of reimbursement**
- **Disciplinary action**

The executive director shall review and distribute this policy to the Retirement Board no less than annually.

Who to Call With Travel and Expense Questions

Any questions, concerns or suggestions regarding this policy may be directed to the STRS Ohio travel coordinator.

Adherence to Ohio Ethics Laws

Ohio ethics laws prohibit any associate from soliciting or accepting any items of value from anyone who is conducting business with STRS Ohio, who is seeking to do business with STRS Ohio, or is a company in which STRS Ohio may invest. This includes meals, entertainment or travel. Additionally, no state retirement system investment officer or associate whose position involves substantial and material exercise of discretion in the investment of STRS Ohio funds may accept payment of travel expenses, including lodging, meals, food or beverages, from any source other than STRS Ohio.

Further information about STRS Ohio associates' responsibilities under Ohio's ethics laws is contained in the *Associate Guidelines* posted on webSTRS. Any questions should be directed to STRS Ohio's Legal Department.

TRAVEL CONTACTS AT STRS OHIO

Key Travel Contact	Name	Department
STRS Ohio travel coordinator	Cathi Baumgardner	Finance
Department travel coordinator/administrative manager responsible for reviewing travel authorization and expense reports before deputy executive director and/or executive director	Check with your supervisor	
Designated STRS Ohio travel agent	En Route Traveline	

OBTAINING TRAVEL AUTHORIZATION

Travelers must submit an *Authorization for Travel* form for approval by their administrative manager and deputy executive director *before* travel arrangements are made for them by their department’s designated travel coordinator. The *Authorization for Travel* form should explain the traveler’s purpose and that the potential benefits of the trip justify the expense. The form should also include the traveler’s mode of travel and approximate total cost of trip.

The levels of authority required for approving travel-related expenses are the administrative manager and deputy executive director. If the traveler is an administrative manager or a deputy, approval by one level above is required. The executive director also must sign the *Authorization for Travel* form if:

- It is for out-of-state ~~or international travel~~; and/or
- The total cost of the trip is estimated to exceed \$5,000.

All associates must obtain authorization for STRS Ohio-related travel except for the executive director, whose travel is acknowledged by the Retirement Board. After applicable approval is received, travel arrangements can be made using the STRS Ohio travel agency.

Authorization Requirements for In-City and In-State Travel

In-city travel, where no STRS Ohio expenses are incurred, does not require preauthorization. If STRS Ohio expenses will be incurred, preauthorization is required.

In-state travel requires completion of an *Authorization for Travel* form, whether or not an associate will be seeking reimbursement for any out-of-pocket (e.g., meal expense) or personal auto expenses. Also, for in-state travel, more than one traveler may be included on an *Authorization for Travel* form (e.g., a group of counselors who are traveling to one site for field counseling).

Authorization Requirements for Out-of-State and International Travel

Out-of-state travel requires completion of an *Authorization for Travel* form. After approval by the administrative manager and/or deputy executive director, the *Authorization for Travel* form should be given to the STRS Ohio travel coordinator for review, who will confirm policy compliance and then forward the form to the executive director. Out-of-state travel expenses are limited to those incurred during the event, and not more than one day before or one day after in order to accommodate travel schedules, unless approved by the appropriate deputy executive director and executive director.

Spouse/Companion Travel

STRS Ohio will not reimburse **any** expenses incurred by a spouse or other individual(s) accompanying an associate on business.

Use of Teleconferencing

Before making travel arrangements, associates should first consider if a conference call or videoconference could satisfy the objectives of an off-site meeting.

TRAVEL ARRANGEMENTS

Reservation Procedures

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

En Route Traveline

Regular Office Hours	Monday–Friday, 8 a.m.–5:30 p.m.
Phone	(614) 457-7200
Toll-free	1-800-860-7200
After Hours.....	1-800-358-1263
Fax	(614) 457-2959
Email	enroute@traveline.com
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, so En Route Traveline can bill the correct department at the beginning.

Traveler Profiles

All associates expecting to travel at least three times per year should fill out a traveler profile form from the STRS Ohio travel area of webSTRS. Completed forms should be faxed to En Route. In turn, they will be submitted to the STRS Ohio travel coordinator to ensure personal preferences are considered in the reservation process.

The profile form should contain the traveler’s 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 Emergency Travel Center phone number (1-800-358-1263) for questions/changes while traveling. Or, travelers may call the STRS Ohio travel coordinator during regular business hours at (614) 227-2932. Travelers must have a profile completed with En Route to use the Emergency Travel Center.

DOMESTIC AIR TRAVEL

Air Travel Reservations

Air travel reservation requests must be included on the *Authorization for Travel* form and made through the designated STRS Ohio travel agent.

STRS Ohio benefits when air travel reservations are made through the designated STRS Ohio travel agent. All travel information is reviewed by administrative management in regular travel reports and used to negotiate volume or restricted travel discounts.

Airline Class of Service

All domestic air travel must be reserved in the lowest price coach class seating available.

Upgrades for Domestic Air Travel

Upgrades at the expense of STRS Ohio are **not** permitted.

~~Upgrades are allowed at the traveler’s personal expense or by redeeming accrued frequent flyer mileage with the airline.~~ Upgrades may not be charged on the central airline billing account for airfare expenses.

Lowest Airfare Definition

Travelers are expected to book the lowest logical airfare as determined by the STRS Ohio travel agent based on the following parameters:

- Routing requires no more than one additional interim stop each way.
- Routing does **not** increase the one-way total elapsed trip time (origin to destination) by more than two hours.
- Departure/arrival is no more than two hours before or after requested time.
- Savings should be approximately \$100 each way or \$200 per trip to offset schedule inconvenience.

When a traveler does not book the lowest logical airfare offered within above guidelines, the STRS Ohio travel agent will note and include the policy exception in travel reports reviewed by administrative management. STRS Ohio associates that decline lowest fares available with a difference of \$200 dollars or more will need prior approval from the executive director. Sufficient reason must be stated to justify declining lowest fares available. Direct flights versus connecting flights will need to be justified if there is a substantial fare difference.

Airline Frequent Flyer Programs

Traveling associates may accrue frequent flyer mileage. However, the frequent flyer benefits may only be used in conjunction with STRS Ohio business travel or upgrades associated with STRS Ohio business travel. Participation in a frequent flyer program must not influence flight selection that would result in incremental cost to STRS Ohio beyond the lowest available airfare, as defined in this policy.

Associates Traveling Together

Restrictions on the number of STRS Ohio associates traveling together on the same flight are up to the discretion of the respective deputy executive director. As a general guideline, travelers should not have more than three senior associates within the same reporting structure on the same itinerary.

Lost or Excess Baggage

The ultimate responsibility for retrieving or compensating travelers for lost baggage lies with the airlines. STRS Ohio will not reimburse travelers for personal items lost while traveling on business. STRS Ohio will not reimburse travelers for charges for excess baggage beyond two bags, unless preapproved by a deputy executive director or the executive director.

Overnight Delays

Should an airline delay necessitate an unscheduled overnight stay, the traveler should first attempt to secure complimentary lodging from the airline. Weather delays or weather-related cancellations are not normally viewed as the responsibility of the carrier. If unsuccessful in obtaining complimentary lodging from the airline, the traveler should try to contact the STRS Ohio travel agent for assistance in locating a hotel and transportation.

Airline Tickets/Itineraries

Electronic tickets are to be used for all domestic travel. For international travel, the travel agent will provide either a paper ticket or electronic ticket. Itineraries are delivered approximately two weeks before the trip.

During business hours, tickets will be routed to your department contact.

After business hours, tickets will be delivered to the STRS Ohio Security Desk at 275 E. Broad St. unless other arrangements are made.

Cancellations/Unused Airline Tickets

Any change in travel plans or any cancellation must be approved by the appropriate deputy executive director or executive director. When a trip is canceled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel with the STRS Ohio travel agent within 12 months. STRS Ohio will not pay any additional fees charged by airline companies when ticket reservations are changed by an associate due to personal reasons unless approved by the appropriate deputy executive director and executive director. Possible exceptions could include medical and family emergencies.

Air Travel Payment Procedures

Air travel costs will be paid using the central airline billing account.

The STRS Ohio travel coordinator, with approval from the respective managers, will reconcile and pay the central airline bill for all travelers on a monthly basis.

Airport Parking

Parking expenses will be reimbursed with appropriate expense documentation/receipts. The STRS Ohio travel agency provides a 20% discount for Thrifty Parking. Coupons are available from the STRS Ohio travel coordinator. **Maximum airport parking reimbursement at Port Columbus is \$9 per day.** At all other airports, maximum parking reimbursement will not exceed the daily rate charged for a comparable lot at the airport.

INTERNATIONAL AIR TRAVEL

Airline Class of Service

Business class air travel may be used for international travel (except to Canada and Mexico). First class air travel is not a permitted expense. International travelers should work with their travel **coordinator** to explore options such as “preferred seating” that may be less costly than business class.

Upgrades for International Air Travel

Upgrades at the expense of STRS Ohio are **not** permitted.

~~Upgrades are allowed at the traveler’s personal expense or by redeeming accrued frequent flyer mileage with the airline. Upgrades may not be charged on the central airline billing account for airfare expenses.~~

All other domestic air travel guidelines from the STRS Ohio Travel and Expense Policy shall apply.

LODGING

Hotel Reservations

Hotel reservation requests must be included on the *Authorization for Travel* form. Hotel reservations may be made by the traveler, the department’s travel **coordinator** or through the STRS Ohio travel agent. The travel agent must have a personal credit card number issued to the traveler (~~Mastercard, VISA, etc.~~) to guarantee hotel reservations. Hotel reservations may not be guaranteed to the central airline billing account number or purchasing cards.

Hotel Room Requirements

~~Travelers may stay in individual rooms. Special lodging requirements, such as king-size bed and floor preferences, should be listed on the traveler’s profile.~~

Long-Term Hotel Stays

Travelers staying a week or longer should request weekly/long-term discounts.

Hotel Spending Reimbursements

Travelers shall attempt to secure the government, negotiated and preferred rates. The STRS Ohio travel agent has specific negotiated rates that may be less than the hotel’s defined government rate. Travelers should take their STRS Ohio identification card to verify government status if offered a government rate by the hotel. **Contact Human Resource Services to request an STRS Ohio identification card.**

In-State Travel (Ohio)

Travelers will be reimbursed for actual hotel room costs up to \$125 plus applicable taxes per night, unless preapproved by a deputy executive director or the executive director. **Reimbursement for hotel rooms in the Cincinnati, Cleveland and Columbus metropolitan areas will be under \$180 plus applicable taxes per night.**

Lodging at a conference site or lodging at a hotel identified in the conference registration materials as one of the conference hotels will be reimbursed at actual costs ~~with prior approval.~~

Out-of-State Travel

Travelers will be reimbursed for actual hotel room costs according to the following guidelines plus applicable taxes per night, unless preapproved by a deputy executive director or the executive director:

In these major metropolitan areas — Atlanta; Boston; Chicago; Dallas; Los Angeles; Minneapolis; New York City; Phoenix; San Diego; San Francisco; Seattle and Washington, D.C. — under \$300 per night.

All other cities — under \$180 per night.

Lodging at a conference site or lodging at a hotel identified in the conference registration materials as one of the conference hotels will be reimbursed at actual costs with prior approval.

International Travel

The nature of international travel makes it impossible to establish a guideline for hotel rates in any individual city. Safety and ordinary conveniences can be a serious issue in some of the countries to which STRS Ohio associates travel. International travelers should make every effort to ensure that they are considerate of the cost of lodging given the above constraints. Every effort must be made to book rooms at competitively priced lodging. If attending a conference or traveling with a group, the associate may stay at the hotel where the conference is being held or the rest of the group is staying.

Spouse/Companion Travel

If additional lodging costs are incurred by a spouse or another individual(s) staying with the associate, the difference between the double and single room rate must be paid by the associate.

Gratuities

Reasonable tips for hotel staff are reimbursable (e.g., \$3/night maximum for cleaning staff).

Room Guarantee

All rooms should be guaranteed for late arrival with the traveler's personal credit card.

Hotel Cancellation Procedures

Travelers are responsible for canceling unneeded hotel rooms themselves or by contacting the STRS Ohio travel agent (if the agent was used to book the room) and requesting the reservation be canceled.

Travelers should request and record the cancellation number in case a billing dispute occurs. Time and date of your call to the travel agent should be noted. All cancellation deadlines are based on the local time of the hotel.

Hotel Payment Procedures

Hotel costs should be paid using the traveler's personal credit card.

Direct billing to STRS Ohio is permitted only when it has been prearranged. The traveler should be prepared to pay for the hotel upon check-out with his or her credit card.

RENTAL CAR

Rental Car Guidelines

Travelers can rent a car to drive to their destination when:

- Driving is more cost-effective than airline or rail travel;
- Travel time by car is less than three hours, or
- Transporting large or bulky material.

Travelers may rent a car at their destination when it is less expensive or more practical than other ground transportation, such as taxis, airport limousines and airport shuttles. Parking costs should be considered when determining whether to rent a car or use ground transportation.

Rental Car Reservations

Rental car requests must be included on the *Authorization for Travel* form. If the traveler is staying at the conference site, a brief notation explaining the need for the rental car should be included.

For out-of-state travel, rental car reservations must be made through the STRS Ohio travel agent. STRS Ohio and the STRS Ohio travel agent have negotiated rates with preferred car rental companies. These rental companies are generally located in airport terminals for the traveler's convenience.

For in-state travel originating in Columbus, rental car reservations may be made by the department's travel **coordinator**.

Rental Car Categories

Travelers should book the following rental car categories:

Rental Car Category	Number of STRS Ohio Travelers
• Mid-size/Intermediate	One STRS Ohio traveler
• Full-size/Standard	Two or more STRS Ohio travelers

When picking up a rental car, travelers should check with the rental car agent for any promotional rates, last-minute specials or free upgrades.

At the time of rental, the car should be inspected and any damage found should be reported and specifically noted on the contract before leaving the lot.

Rental Car Upgrades

Travelers may book a class of service one level higher when:

- Cars in the authorized category are not available (rental firms typically will not charge incremental costs if the reserved car is not available);
- The traveler can be upgraded at no extra cost;
- Transporting excess baggage, or
- There are preapproved reasons (i.e., drivers with disabilities).

Rental Car Insurance — Domestic

STRS Ohio has made provisions for insuring rental cars against damage. Travelers should decline all coverage and add “**On behalf of the State Teachers Retirement System of Ohio**” after their signature. The car will then be covered by STRS Ohio's insurance policy.

Drivers under age 25 should verify before the trip that they will be able to rent a vehicle at their ultimate destination. Some car rental firms have specific local restrictions that prohibit the rental of vehicles to those under age 25.

Rental Car Cancellation Procedures

Travelers are responsible for canceling unneeded rental cars and must contact the STRS Ohio travel agent to cancel the reservation. For reservations made in Columbus, cancellations can be handled by the department's travel **coordinator**.

Travelers should request and record the cancellation number in case of billing disputes. Time and date of your call to the travel agent should be noted. All cancellation deadlines are based on the local time of the rental car agency.

Returning Rental Cars

In most cases, every reasonable effort must be made to return the rental car:

- To the original rental city;
- Intact (i.e., no bumps, scratches or mechanical failures); and
- With a full tank of gas.

Prepurchasing a tank of gas is not normally acceptable. The typical rental car will go 300+ miles on a tank of gas. Any prepurchased gas left in the tank upon return is a wasted expenditure. Refill instead upon returning the vehicle. However, the traveler can decide if it is more economically prudent to prepurchase the gas.

Rental Car Payment Procedures

Rental cars must be paid using the traveler's personal credit card.

Most rental car agencies require the traveler to have a credit card issued in his/her own name to rent a car, even if the traveler intends to pay cash upon return of the rental car. Debit cards are not permitted for this purpose even with a Mastercard or VISA logo.

Rental Car Accidents

Should a rental car accident occur, travelers should immediately contact:

- The car rental company;
- Local authorities, as required, and
- The STRS Ohio risk management officer, Stanton West, at (614) 227-7843.

OTHER TRANSPORTATION

Personal Car Usage Guidelines

Frequent use of personal vehicles for business is not encouraged. It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for his/her protection and for the protection of any passengers.

~~Generally, expenses in connection with the use of a personal automobile will be reimbursed at no more than the cost of renting a car or taking public transportation.~~

Reimbursement for Personal Car Usage

Travelers will be reimbursed for business usage of personal cars based on the IRS reimbursement rate in effect at the time the travel occurs.

Associates will not be reimbursed for the cost of any repairs to their personal car even if these costs result from damage during business use.

To be reimbursed for use of their personal car for business, travelers must provide on their expense report:

- Purpose of the trip
- Date and location
- Mileage traveled

Expenses in connection with use of a personal automobile in lieu of air transportation will be reimbursed at not more than the cost of the lowest cost coach class airfare based on price at the time the travel is approved, plus all reasonable ground transportation expenses saved by use of a personal automobile. Any expenses incurred beyond mileage must be explained on the *Staff Business/Travel Expense Report*.

In all states, mileage to the airport will be reimbursed only in excess of the associate's normal daily commute.

Ground Transportation to and From Terminals

Associates traveling together are encouraged to share ground transportation to and from the airport.

~~An economical mode of transportation should be used to and from airports, bus and rail terminals. The following modes of transportation should be considered:~~

- ~~• Buses, subways, taxis~~
- ~~• Hotel and airport shuttle services~~
- ~~• Personal cars~~

Rail Travel

All intercity rail must be booked through the STRS Ohio travel agent.

~~Rail travel should be used when:~~

- ~~• It is less expensive than air travel;~~
- ~~• It adds no more than one-and-a-half hours to total travel time, or~~
- ~~• It is convenient to business location.~~

Class of Service — Rail Travel

Domestic rail travel will be in coach class.

PERSONAL/VACATION TRAVEL

Combining Personal With Business Travel

Personal/vacation travel may be combined with business travel provided there is no additional cost to STRS Ohio. STRS Ohio cannot incur nor will it reimburse any expenses of the associate and any traveling companions during the personal travel portion.

Personal/vacation travel **must** be preapproved by the appropriate manager.

Personal/Vacation Travel Billing Procedures

Personal/vacation travel billing should be separated from business travel expenses. Request two separate bills from your hotel, one for your business lodging and another for your personal lodging. When separation is not possible, business expenses and personal expenses should be clearly delineated.

PHONE 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.**

Personal Phone Calls While Traveling

Travelers will be reimbursed for reasonable (brief) personal phone calls not to exceed one to two per day.

Hotel Phone Usage

Travelers should avoid making direct dial and long-distance phone calls. **Frequent travelers should sign out a phone from the ITS Service Desk.**

Voice Mail/Phone Access to STRS Ohio Associates

When dialing locally, you should use (614) 227-2922. Outside the local area, you should dial 1-800-677-4038. When you hear the “Welcome to Avaya Messaging” message, follow the instructions given.

While using the 800 number to access voice mail, you can save on long-distance charges billed to your hotel room or calling card by using the following two features when you are in your voice mail mailbox:

1. If you would like to return an internal call, dial 1 and then 0 after listening to a message. This will ring the extension of the associate who left the message.
2. If you would like to call another extension on the STRS Ohio phone system, dial *8. You will be prompted to enter the extension number and press the pound (#) key.

Please note that you cannot dial outside of the STRS Ohio phone system from the voice mail system.

TRAVEL INSURANCE

Travel Insurance Coverage

Under the terms of STRS Ohio's agreement with the STRS Ohio insurance carrier, all travelers automatically receive the following:

- Corporate automobile liability policy (see Rental Car section)
- Workers' compensation
- Life insurance provided by STRS Ohio (full-time associates — two times base annual salary, with a maximum of \$600,000. Accidental death and dismemberment insurance provides additional coverage).

STRS Ohio also provides travel/accident insurance while an associate is on official STRS Ohio business. This policy provides a maximum of \$2 million per person in coverage, with a \$10 million maximum aggregate per accident. For questions, contact Human Resource Services or review your *Associate Guidelines* (available online).

Additional Travel Insurance Purchased by Travelers

Expenses for additional travel insurance coverage will **not** be reimbursed by STRS Ohio.

Rental Car Insurance

Refer to the Rental Car section. In brief, do not purchase optional insurance. On the rental contract after the traveler's signature, add the phrase, "**On behalf of the State Teachers Retirement System of Ohio.**"

MEALS

Personal and Business Meal Expenses

Personal meals are defined as meal expenses incurred by the traveler when dining on an out-of-town business trip or during in-town training.

Business meals are meals taken with business clients during which a specific business discussion takes place. Associates will be reimbursed for business meals (not associated with an approved business trip) taken with other STRS Ohio associates only when a business client is present.

Meal costs for social occasions, such as associate birthdays, Administrative Professional's Day, etc., are not classified as business meals and will not be reimbursed.

Spending Guidelines

Associates will be reimbursed for actual and reasonable personal or business meal expenses that are accompanied by itemized receipts up to a maximum rate of \$50 per day per person in Ohio, and \$60 per day per person for all other travel. The amount may be allocated among breakfast, lunch, dinner and snacks. The per diem maximum can be exceeded for international travel or for business meals that expand the workday.

Gratuities

Reimbursement of tips for meals is authorized for the amount paid, not to exceed 15–20% of the bill. The amount of the gratuity will count against the per diem per person rate.

Conference Meals

If meals are provided by the conference as part of the registration fee, the traveler will not be reimbursed for those same meals if purchased elsewhere, unless it is a business meal. ~~The per diem amount will be reduced as follows for conference-provided meals: \$10—breakfast; \$20—lunch; and \$30—dinner.~~

Documentation and IRS Requirements

An ~~original~~ itemized receipt must be submitted with the expense report for any personal meal expense.

In addition, for business meal expenses, the following documentation is required by the IRS and must be recorded on the expense report:

- Names of individuals or firm name;
- Name and location of where the meal or event took place (typically part of receipt); and
- Date and exact amount of the expense.

Taxation of Meal Reimbursements

According to IRS requirements, cash reimbursements for personal meal expenses must be included in taxable income unless the STRS Ohio associate is traveling away from home overnight. The amount of reimbursement will be included on the associate's W-2 for federal and state income taxes.

Reimbursement for business meals taken with business clients during which a specific business discussion takes place will not be included in taxable income, whether or not in conjunction with an overnight stay.

The STRS Ohio Finance Department will monitor travel expense reports for meal reimbursements that must be included in taxable income. ~~Overnight stays will generally be obvious when reimbursable hotel expenses are included on the expense report.~~ If there are no reimbursable hotel expenses while traveling overnight for business (e.g., staying with friends or relatives), the associate should attach a statement to the expense report.

EXPENSE REPORTING

Timing for Expense Report Completion and Submission

Travelers must file expense reports within 45 days of the conclusion of the trip. Generally, if the expense was incurred during business travel, an approved *Authorization for Travel* form must be attached to the *Staff Business/Travel Expense Report* form.

Authorization Process

The levels of authority required for approving travel-related expenses are the administrative manager and **deputy executive director**. If the traveler is a deputy or reports directly to the executive director, approval by the executive director is required.

Associate expense reports may be reviewed by a centralized department expense account coordinator for:

- Approval signatures
- Business purposes
- Correct totals
- Supporting documentation and receipts
- Policy compliance

Documentation Requirements

Itemized receipts for all meals are required; itemized receipts for all other expenditures exceeding \$15 are required.

Travelers must submit the following documentation with their expense report:

- Hotel folio with \$0 balance and credit card receipt/other proof of payment.
- Credit card receipt or other proof of payment for rental car.
- Itemized receipts for any meals.
- Itemized receipts for all miscellaneous expenses exceeding \$15.
- Travel itinerary issued by En Route.
- Approved *Authorization for Travel* form.

When a receipt is not available, not itemized or is lost, an explanation of the expense and the traveler's signature is required, along with the approval of the deputy executive director and/or executive director.

~~Receipts must include the name of the vendor, location, date and dollar amount and should be obtained for any unusual expenses, regardless of the amount.~~

The applicable foreign exchange (currency) documentation to translate international expenditures into U.S. dollars are as follows: (a) credit card statements where applicable; (b) receipts for foreign exchange transactions for cash for other expenditures; or (c) in the absence of these, a Bloomberg or Maximis printout showing the appropriate exchange rate for that day.

Reimbursement of Expenses

Reimbursement for approved expenses will be sent directly to the associate.

Travel Report

Travelers must complete the section titled "Information Gained/Business Conducted/Value of Trip" on the back of the expense report before turning it in to their administrative manager.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete:

- Will be returned to the traveler for corrective action, and
- May result in delay or nonreimbursement of specific items.

~~Disregard for the STRS Ohio Travel and Expense Policy or altering of receipts can result in disciplinary action or termination.~~

OTHER REIMBURSABLE BUSINESS EXPENSES

Associates will be reimbursed for the following miscellaneous expenses:

- Air freight for business purposes
- Business office expenses (Internet connection,* 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
- Room service charges as part of the meal service and not to exceed per diem limits
- Preapproved seminar fees
- Modest tips as generally outlined elsewhere in this document
- Tolls

* Associates should contact Information Technology Services (ITS) for information about using Verizon broadband cards for Internet access.

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

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 the STRS Ohio travel coordinator, Cathi Baumgardner — (614) 227-2932.
- During nonbusiness hours, the STRS Ohio Security/Safety Department, (614) 227-4083, will be the point of contact.
- Travelers may use **En Route** Traveline's 24-hour toll-free Emergency Travel Center number for questions/changes while traveling: 1-800-358-1263.

STRS OHIO MEMBER BENEFITS COUNSELING 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, the vehicle will be towed to the service facility of the associate's choice.

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.

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.



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*

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

Name of meeting/conference _____

Sponsored by _____

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

Location (city, state) _____

Approximate travel costs:

Airfare \$ _____

Hotel expenses \$ _____

Meal expenses \$ _____

Miscellaneous expenses \$ _____

Total approximate travel costs** \$

Registration fee** \$ _____

**A planned agenda must be attached.*

***Amount will be cross-referenced with "Total STRS Ohio Cost" from Travel Expense Report.*

Specifically describe purpose/benefit of attendance and how attendance will help accomplish the STRS Ohio mission to partner with our members in providing financial performance and member service that assures financial security for our members. 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.

WHITE COPY — TRAVELER (Attach when submitting *Travel Expense Report*) — **YELLOW COPY — ADMINISTRATIVE MANAGER**

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	
		\$	\$	\$	\$		\$				
		\$	\$	\$	\$						
		\$	\$	\$	\$						
		\$	\$	\$	\$						
		\$	\$	\$	\$						
		\$	\$	\$	\$						
		\$	\$	\$	\$						
		Total Meals: \$		A		B		C		D	
		Total Miles traveled by personal auto:								Total of A, B, C, D ... \$	

Account _____ Department _____ Activity _____ \$ Amount _____

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 Policy, including the prohibition of alcohol purchases.
 Signature: _____ Date: _____ Approved by: _____ and _____
 (Signature of Administrative Manager) (Signature of Deputy Executive Director)
TOTAL REIMBURSEMENT CLAIMED \$ _____ E

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. Airline ticket receipt or boarding pass must be attached.

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
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