

Procedure for Reimbursement of Expenses for Governing Board Members

Per O.R.C. Section 340.02, members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

For members of the MHRB of Erie and Ottawa Counties, actual and necessary expenses shall be reimbursed consistent with the parameters, procedures and amounts set forth as follows:

1. Expenses requiring no prior approval include:

- a. actual mileage to and from all regular and special meetings of the board, including committee meetings as relevant
- b. actual mileage to and from the Erie-Ottawa MHRB board-sponsored training for governing board members to fulfill statutory requirements
- c. actual mileage to and from other Erie-Ottawa MHRB board-sponsored activities where a board member is attending in his/her official capacity (i.e. fair booth volunteers, annual awards banquet)

2. Expenses requiring prior approval include:

- a. actual mileage to and from any meeting or activity that is not sponsored by the Erie-Ottawa MHRB but where a board member is attending in his/her official capacity (i.e. Ohio Association of County Behavioral Health Authorities Membership meetings, legislative functions, meetings with referral sources/providers)
- b. actual mileage to and from a non-Erie-Ottawa MHRB board-sponsored training for governing board members to fulfill statutory requirements
- c. tolls and parking fees in circumstances where a board member is attending a function in his/her official capacity
- d. registration and/or tuition fees for seminars/workshops/conferences where a board member is attending in his/her official capacity
- e. lodging (hotel/motel) costs in circumstances where a board member is attending a function in his/her official capacity
- f. meals-out of service district and out-of-state in conjunction with an overnight stay in circumstances where a board member is attending a function in his/her official capacity
- g. out-of-state travel expenses in circumstances where a board member is attending a function in his/her official capacity

3. For those items not requiring prior approval, board members should document the actual mileage information using the MH & Recovery Board of Erie & Ottawa Counties **Travel Expense Form** (attached). Mileage is reimbursed according to the standard mileage rate for business published by the Internal Revenue Service (IRS) for the applicable calendar year.

4. For those items involving out of county travel requiring prior approval, board members should document the relevant information (name/type of meeting and estimated tuition/registration, meals, travel and lodging costs) on the **MH & Recovery Board of Erie & Ottawa Counties Out of County Travel/Expense Authorization Form** (attached) and submit it to the Board Chairperson.
 - a. only meals that are part of an overnight stay are included and are reimbursed according to the *Meals and Incidental Expenses (M&IE) Breakdown and Per Diem* published by the U.S. General Services Administration (GSA) for the applicable calendar year.
 - b. the maximum reimbursement rate for lodging is the Per Diem for the relevant location published by the U.S. General Services Administration (GSA) for the applicable calendar year; if lodging costs for the designated site (i.e. associated with an event location) and/or for hotels/motels in the immediate area are unable to be obtained at a cost within the eligible per diem, documentation of such should be submitted along with the request for prior approval.

5. For other items under #2 requiring prior approval, board members should submit a written request to the Board Chairperson including the name of the event/activity they are attending in his/her official capacity and estimated mileage, tolls, parking, and/or registration fees.

6. The Board Chairperson shall verify the request and confirm by signature the actual and necessary expenses to be accrued are consistent with the aforementioned policy and are being accrued by the board member in his/her official capacity.
 - a. For a single submission whereby the total expense reimbursement request is under \$175 the Board Chairperson shall approve and verify the request via a dated signature on the form.
 - b. If the request exceeds \$175 or if there are multiple requests (past or present), the Board Chairperson shall present the request to the board at the next regular meeting for consideration and approval prior to authorizing by signature.
 - c. In the event that there is not enough time prior to the expense to consult the full Board, the Chairperson shall, in exceptional and meritorious cases, consult with the Vice-Chair, upon whose mutual agreement authorization shall be made. But in no case shall expenses greater than \$500 be made without Board approval.

7. The approved **Out of County Travel/Expense Authorization Form** shall be submitted along with appropriate documentation of actual expenses by the board member at the time of the request for reimbursement. Hotel, meal, registration fees, and conference expenses should be documented using the **Miscellaneous Expense Form** (attached). Mileage and approved tolls and parking fees should be documented using the Travel Expense Form as per #3 in the procedure.

8. Any request for reimbursement must be submitted by the 5th day of each month in order to be included on the docket and paid that month.

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