

TRAVEL RULES

OneOhio Recovery Foundation

A. Purpose

Travel reimbursement rules and process for board members, directors, Foundation employees and volunteers, referred to as travelers, as provided in the Expenditure Standards and Rules.

B. Expenditure Standards and Rules

1. The Foundation may authorize pre-approved travel related reimbursement to board members, Foundation employees or volunteers to perform business related activities.
2. The Foundation will publish annually a Travel Rule that includes rates and procedures for reimbursement. The Travel Rule will comply with [IRS Publication 463](#) and contain the components of an [accountability plan](#).
3. Travel reimbursement recipients must certify at the time of claim that they are not reimbursed by another entity or taking a business deduction on federal taxes for the same expense.

C. Authority

1. A travel budget must be in the board approved operating line to reimburse for travel expenses and travel reimbursement cannot exceed this budget without a board budget amendment.
2. Travel reimbursement must be pre-approved by the executive director or board chair, secretary, or treasurer.
3. Travel by privately owned vehicle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of [ORC 4509.51](#).

D. Accountability Plan

1. Travel expenses must adhere to the Foundation's accountability plan to be reimbursable and non-taxable.
2. The expense must have a Foundation business purpose connected with travelers' duties.
3. All expenses must be reasonable, documented, and timely.
 - a. The Foundation will reimburse for actual expenses at the maximum rate annually published by [Continental United States \(CONUS\)](#) on the federal General Services Administration website (GSA).
 - b. The mileage reimbursement rate for 2022 is 62.5 cents per mile for board members and Foundation employees. The 2023 rate is 65.5 cents per mile.

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- c. Travelers shall submit a travel expenses report within 30 days of the trip. Expense reports must include receipts or other evidence of the expense.
4. The Foundation does not intend to provide advanced payments for travel-related expenses. Travelers must return any excess reimbursement within 30 days of identification of the issue.

E. Volunteers

1. Volunteers may be reimbursed for mileage at a rate of \$.14 cents per mile.
2. Volunteers may be reimbursed for commuting from their home to/from the location of the charity work.