



Toledo Area Regional Transit Authority - Travel Policy

Effective ~~June 1, 2024~~ **January 20, 2025**

Purpose: The purpose of this policy is to establish travel rules, regulations, procedures and to provide consistent expense report and reimbursement protocols. This policy will cover all employees, officers, trustees, and other approved individuals engaged in authorized travel or business on behalf of TARTA, and to provide a mechanism for monitoring travel-related costs. *TARTA staff are expected to use their discretion in incurring costs that are reasonable and take into consideration the public financing of the agency.*

Out-of-State: There is no distinction between in state and out-of-state travel.

Approval for Travel: In order to be approved for travel, the traveler (or travel planner) must submit a ~~Pre-Travel Cost Estimate~~ **Concur Travel Request** two (2) months prior to your travel to be reviewed and approved by your department head and the Chief Executive **Financial** Officer

Cancellations: Travel should be planned carefully as cancellations may result in extra administrative costs; as well as potential forfeiture of amounts paid for registrations and travel costs.

Travel Planning: As mentioned above, travel planning must be completed in advance to allow for proper review/approval and to enable TARTA to take advantage of any available discount. Travel planning may be completed by the Traveler or the Executive Assistant. If the traveler has a company issued credit card, travel expenses such as air fare, registration, lodging and parking will be charged to the traveler's card. If the traveler does NOT have a company credit card, they should then request to use their department's credit card issued to their department head. If for any reason the traveler's (or department's) card declines the payment(s), the traveler may ask to use the ~~Executive Assistant's~~ **Accounts Payable** company credit card to complete payment(s). ~~If a payment is completed using a company credit card, all receipts must be submitted via email to receipts@tarta.com, copying the cardholder and noting the cardholders name associated with the card used for payment.~~ All travelers are required to first consider utilizing public transit services before using privatized transit companies.

Lodging: When booking lodging and accommodation, ensure you are booking on the official hotel website and not through a third party so as to avoid unnecessary fees or loss of reservation. If you make a reservation with a company credit card that you will not have present with you upon check in, you will need to contact the hotel 7 days in advance of your check in date to request a Credit Card Authorization form. A CC Authorization form should be completed and returned to the hotel to allow the hotel to charge the company credit card for the entirety of your stay including room, tax and parking (if parking at the hotel). **Lodging should always be at or near the conference or meeting place to avoid unnecessary commuting costs.**



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Short Distance Travel: All TARTA staff are encouraged to use TARTA vehicles for local travel when possible. Reservations of TARTA vehicles for travel should be made as early as possible to avoid any conflict. If a personal vehicle is used, mileage will be reimbursed based upon the Internal Revenue Service (IRS) standard business mileage rate. Mileage should be tracked and calculated for the miles driven from the travelers starting point to their end destination. To keep track of miles driven for travel, travelers are encouraged to use mileage tracking apps or keep a log of vehicle miles from start to end of business-related travel. Reimbursement shall not be provided for mileage commuting from their residence to their main office nor from their main office to their residence. **When traveling from residence to ending destination the traveler must consider commuting miles if leaving from the main office is shorter than leaving from home.**

General Travel Regulations: Employees may take a partner or guest on a business trip. However, TARTA will not pay travel expenses on their behalf. If an employee takes a side trip, the additional costs will be at the employee's expense. The maximum amount that TARTA will allow for reimbursement is the cost of expenses directly related to the business-related travel for which TARTA is sending the employee.

Meal Allowance: Employees travelling on behalf of TARTA for business purposes are entitled to a federal per diem rate for meal expenses including tax and gratuity (ME&I). To determine the federal per diem rate for the destination of travel visit [GSA.GOV](https://www.gsa.gov). Please note that the first and last days of travel are calculated at 75% of the full per diem rate. **The full per diem rate must be adjusted for meals furnished to you by the conference, organizations, or other attendees by deducting the appropriate amount when completing your Concur expense report.** When using the per diem rate no receipt is required. Meals charged on a TARTA credit card cannot exceed the per diem rate and a receipt must be **scanned** ~~obtained~~ and **reconciled to** ~~presented with~~ your credit card statement. Your meal allowance may be prepaid by TARTA upon reasonable request. Prepaid meal allowances must be noted on your cost estimate, and verification of completed travels dates will be required.

Reimbursable Expenses: TARTA will pay for airfare, rail, bus, taxi, public transportation, luggage fees (**one checked bag for every 7 days of travel is allowable, unless there is a medical reason for additional bags**), meals, parking, mileage, car rental, registration fees and hotel reservations. The following are examples of expenses **NOT REIMBURSABLE** by TARTA:

Alcoholic beverages, expenses and other accommodations for a partner or guest, tours or sightseeing fares (if not on the conference itinerary), **excessive baggage fees, excessive travel using rideshare when public transportation is available**, and any other expense prohibited by law. Expenses incurred for which receipts are not returned will not be reimbursed. A receipt will need to be provided for all expenses to be reimbursed by TARTA.



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TAKING YOU PLACES

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Expense Reports: All reimbursement claims and travel expenses shall be itemized **using Concur and sent through that system for approval.** on a Travel Expense Report³ approved by the appropriate Department Head and submitted to the Executive Assistant to get approval from the Chief Executive Officer. All receipts of expenses that are qualified for reimbursement or receipts of expenses paid for on a company issued credit card must **be scanned into the Concur system.** be submitted with the travel expense and reimbursement form. The Chief Executive Officer's expense reports shall be approved by **the Chief Financial Officer (Secretary/Treasurer of the Board),** the Board President or Vice President.

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1. The most recent Pre-Travel Cost Estimate Report can be found in the Master drive.
 2. The current IRS business mileage rate can be found at [IRS.GOV](https://www.irs.gov)
 3. The most recent Travel Expense Report & Reimbursement Form can be found in the Master drive.