



## Ohio Administrative Code

### Rule 3358:5-11-06 Travel expense reimbursement policy.

Effective: [October 23, 2015](#)

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(A) Section 126.31 of the Revised Code enables employees of Clark state community college to be reimbursed for actual and necessary travel and other expenses incurred while on official business inside or outside the state of Ohio if authorized by the college in advance.

(B) The basic rationale underlying all college travel regulations is that employees should incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner. Employees traveling on college business have the duty to exercise care to avoid impropriety, or even the appearance of impropriety, in any travel expense.

(C) The college may pay the actual cost of commercial travel, registration fees, and other required pre-payments. All other allowable travel expenses shall be handled on a reimbursement basis only. Cash advances to the employee are not allowable.

(D) Procedures regarding travel expense reimbursement are detailed in rule 3358:5-11-06.1 of the Administrative Code, "Travel Expense Reimbursement Procedures."

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