



## Ohio Administrative Code

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

Effective: June 12, 2025

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

(B) Employees and representatives should incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner. Employees and representatives 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 not prepaid by the college or paid with a Clark state purchasing card shall be handled on a reimbursement basis only. Cash advances are not allowable.

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