

DFCS Travel Policy Updates – 2016 (UPDATES)

Effective Date:

January 1, 2016

General Travel Policy:

Mileage Rates for 2016 are as follows:

TIER 1 is \$0.54

TIER 2 is \$0.19

Attached are the updated forms and policies that reflect these changes:

Travel Expense Report

Travel Advance Form

Travel Advance Instructions

Travel Policy

Agency Monthly Rental Contract

Individual Monthly Rental Contract

Agency and Individual Monthly Rentals

The DFCS-Travel Waiver unit needs all counties to provide us with a completed **Agency Monthly Rental Contract** form for EACH VEHICLE, see updated form, so that we can ensure we account for all vehicles. The approved Agency Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit back to the DFCS office. Approvals are required every three months and should be requested in advance in order for the DFCS-Travel Waiver Unit to review the mileage that is being driven to determine if it is still cost effective to keep the car an additional three months. If an existing vehicle is kept or a new vehicle acquired without an approved WAIVER, the charges will come from the County's funds. Contact your travel liaison in your regional accounting office for assistance.

The DFCS-Travel Waiver unit needs all counties to provide us with a completed **Individual Monthly Rental Contract** form for EACH VEHICLE so that we can ensure we account for all vehicles. The approved Individual Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit back to the DFCS office. Approval for additional months are required before the expiration date noted on the previously approved contract and should be requested in advance in order for the DFCS-Travel Waiver Unit to review the mileage that is being driven to determine if it is still cost effective to keep the car for additional months. If a vehicle is kept or a new vehicle acquired without an approved WAIVER, then the charges can be recouped from the employee's payroll check (15% of Gross per OHRMD policy). Contact your travel liaison in your regional accounting office for assistance.

Due to the increased price of the monthly cars, the change in the mileage reimbursement rate that took effective 1/1/16, and the current price of gas, the DFCS-Travel Waiver Unit had to re-evaluate the breakeven mileage for cost effectiveness.

The new miles and cost are as follows:

Compact	1450 miles per month, vehicle cost 680.48, average 30 miles per gallon
Intermediate	1700 miles per month, vehicle cost 795.59, average 28 miles per gallon
Full-Size	1850 miles per month, vehicle cost 857.65, average 26 miles per gallon