

# Stark County Board of Developmental Disabilities

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|----------------------------------------------------|--------------------|
| Policy 2.24 Travel and Other Expense Reimbursement | Effective: 8/26/25 |
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## TRAVEL AND OTHER EXPENSE REIMBURSEMENT

### POLICY

The Stark County Board of Developmental Disabilities recognizes that Board members and employees may be required to travel or incur other expenses from time to time to conduct Board business and to further the mission of the agency. The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of the Board to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, the Board expects the following:

- Exercise discretion and good business judgment with respect to those expenses
- Be cost conscious and spend the Board's money as carefully and judiciously as the individual would spend his or her own funds
- Report expenses, supported by required documentation, as they were actually spent

| Historical Resolution Information |                          | Reviewer(s):                |
|-----------------------------------|--------------------------|-----------------------------|
| <b>Date</b>                       | <b>Resolution Number</b> | Director of Human Resources |
| 6/25/19                           | 06-31-19                 |                             |
| 6/28/22                           | 06-36-22                 |                             |
| 8/26/25                           | 08-46-25                 |                             |