



3344-69-05 Allowable transportation.

(A) Common carrier

- (1) Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
- (2) The traveler shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
- (3) Expenses claimed under this section must be supported by an original receipt.

- (5) No traveler may be reimbursed for expenses on the mileage basis unless he/she carries motor vehicle liability insurance with coverage equal to or greater than that required by section 4509.51 of the Revised Code.

(C) Rented automobile

- (1) With prior approval, the traveler may be reimbursed for the rental of an automobile used for official u

(E) Membership rewards programs

Frequent flyer and hotel reward program credits earned by university employees for travel on university business cannot be used for personal travel. These credits must be applied towards future university travel.

Policy Name:	Purpose.
Policy Number:	3344-69-01
Board Approved:	11/7/2012
Effective:	8/20/2015