



RESOLUTION #25-04-035

**A RESOLUTION APPROVING A POLICY FOR REIMBURSEMENT RATES  
FOR EXPENSES INCURRED WHILE PERFORMING OFFICIAL DUTIES**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on April 1st, 2025 with the following Trustees being present: Kama Dick and Julie Reese.

Trustee Dick moved for the adoption of the following resolution:

**WHEREAS**, employees are expected to drive Township fleet vehicles for all business-related travel excepting that which requires an overnight stay; **AND**

**WHEREAS**, the Trustees reviewed the rates set forth by the Ohio Office of Budget and Management, the General Services Administration (GSA) for Ohio, and the Ohio Office of Budget and Management; **AND**

**WHEREAS**, the Trustees reviewed the mileage reimbursement rates set forth by the IRS, the General Services Administration (GSA) for Ohio, and the Ohio Office of Budget and Management. **THEREFORE**

**BE IT RESOLVED**, by the Board of Trustees of Bethel Township, Miami County that the Trustees, Fiscal Officer, Township Administrator, Director of Planning & Zoning, Fire Officers, and any other Township employee may be reimbursed for actual and necessary traveling and other expenses incurred while attending any gathering, conference, or convention, or while performing official duties, inside or outside this state, if authorized by the Board of Trustees as follows:

**SECTION 1.** Lodging shall be reimbursed per the Ohio Office of Budget and Management state travel reimbursement guidelines; when nearby lodging cannot be secured within the limits defined by the Ohio Office of Budget and Management, lodging can be secured at the government employee rate with pre-approval from the Bethel Township Fiscal Officer.

**SECTION 2.** Meals and incidentals shall be reimbursed per the Ohio Office of Budget and Management state travel reimbursement guidelines.

**SECTION 3.** Mileage shall be reimbursed per the Ohio Office of Budget and Management state travel reimbursement guidelines; excepting cases with an overnight stay, mileage shall only be reimbursed for driving a personal vehicle with pre-approval from the Bethel Township Fiscal Officer.

**SECTION 4.** Receipts will be required, except in cases where none is normally provided, such as from a vending machine.

**SECTION 5.** Bethel Township will not reimburse alcohol expenses.

**SECTION 6.** This resolution shall be in effect retroactively beginning January 1, 2025.

Trustee Reese seconded the motion and the Board voted as follows upon roll call:

<b>Vote:</b>	Trustee Kama Dick	<u>yes</u>	<u>Kama Dick</u>
	Trustee Julie Reese	<u>yes</u>	<u>Julie Reese</u>
	Trustee Beth vanHaaren	<u>Absent</u>	

Attest:

Rhonda Ross

Rhonda Ross, Fiscal Officer  
Bethel Township, Miami County, Ohio