

**RESOLUTION No. 25-352**

A RESOLUTION AMENDING RESOLUTION NO. 22-115 AND SETTING THE MILEAGE REIMBURSEMENT RATE FOR COUNTY EMPLOYEES.

WHEREAS, mileage reimbursement is available to employees who use their personal vehicles for authorized business travel on behalf of the County; and,

WHEREAS, mileage reimbursement, as referenced herein, ensures fair compensation to employees while adhering to IRS regulations; and,

WHEREAS, employees who use their personal vehicle for county business are responsible for maintaining personal auto insurance policy coverage. The County strongly recommends a minimum of \$100,000 per person / \$300,000 per accident liability limits be personally carried by employees on their personal auto insurance. Employees are hereby advised that, pursuant to State law, liability for bodily injury and property damage caused by the use of an employee's personal vehicle while on official county business shall be the responsibility of the owner of the vehicle; and,

WHEREAS, employees are encouraged to minimize the need for mileage reimbursement, when possible, through means such as:

- Utilizing fleet vehicles for official business travel
- Carpooling
- Attending meetings virtually

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, UNION COUNTY, OHIO, THAT:

1. Employees will receive reimbursement for eligible business mileage at the standard mileage rate established annually by the IRS for business use.
2. Reimbursable work-related mileage includes, but is not limited to:
  - a. Travel between different county work locations.
  - b. Travel to attend approved meetings, trainings, workshops, or conferences.
  - c. Travel for business-related errands or deliveries.
3. Charges incurred for parking, tolls, and other related travel expenses are available through the travel reimbursement request process.
4. Mileage is not reimbursable for the following:
  - a. Commuting between home and the primary work location.
  - b. Personal use of the vehicle.
5. Employees shall submit their mileage reimbursement requests with supporting documentation, including the date, destination, purpose, and total mileage driven.

The point of origin and destination shall be indicated for each trip in sufficient detail to account for the mileage being claimed for reimbursement. **Mileage the employee incurs, or would have incurred, driving to and from work is generally deducted from the overall amount of mileage being claimed for reimbursement,** subject to supervisor review and approval.

The Board finds and determines that all of its formal actions concerning and relating to adopting this Resolution occurred in an open meeting of this Board, and that all deliberations of this Board that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Revised Code 121.22.

David A. Lawrence introduced this resolution and moved its passage;  
Tom McCarthy seconded the motion; and after discussion the chair called a roll call vote, and the results were:

Steve Robinson	<u>Yes</u>	No
Tom McCarthy	<u>Yes</u>	No
David A. Lawrence	<u>Yes</u>	No

Passed: August 20, 2025

ATTEST: Mallory Lehman  
Mallory Lehman, Clerk

BOARD OF COUNTY COMMISSIONERS  
UNION COUNTY, OHIO

Steve Robinson  
Steve Robinson

Tom McCarthy  
Tom McCarthy

David A. Lawrence  
David A. Lawrence

Approved as to Form:

Thayne D. Gray  
Thayne D. Gray  
Assistant Prosecuting Attorney  
Aug. 20, 2025