

RESOLUTION AUTHORIZING EXPENSE REIMBURSEMENT FOR MEALS AND MILEAGE FOR OFFICIAL COUNTY BUSINESS IN 2026

WHEREAS, County employees are occasionally required to travel overnight on official county business, and reimbursement for meals is necessary, with the following maximum limits established:

- \$65.00 per day for in-state travel.
- \$100.00 per day for out-of-state travel.

WHEREAS, tips may be reimbursed to a maximum of 20% of the meal; and

WHEREAS, County employees may need to use their privately-owned vehicles for official county business, with such use, if approved by their appointing authority, reimbursable at the rate of \$0.60 per mile.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ashtabula County, Ohio, that:

1. County employees required to use their privately-owned vehicles for official county business in 2026 are authorized to do so and shall receive mileage reimbursement at a rate of \$0.60 per mile, upon approval from their appointing authority.
2. County employees required to travel overnight on official county business in 2026 may claim reimbursement for meals, not to exceed \$65.00 per day for in-state travel and \$100.00 per day for out-of-state travel.

BE IT FURTHER RESOLVED that a copy of this resolution shall be emailed to all county offices for their information and compliance.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2026-15

January 06, 2026

**RESOLUTION AUTHORIZING EXPENSE REIMBURSEMENT FOR MEALS AND
MILEAGE FOR OFFICIAL COUNTY BUSINESS IN 2026**

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

Aye
Aye
Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

Lisa Hawkins

Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio