



Ohio Board of Professional Conduct

Reimbursement of Travel Expenses for Certified Grievance Committee Members

These guidelines govern reimbursement requests submitted on behalf of certified grievance committee members who incur travel expenses associated with disciplinary-related activities. The guidelines are based on those applicable to travel reimbursements for commissioners who serve on the Board of Professional Conduct and are issued at the direction of the Supreme Court of Ohio.

Automobile travel

Effective January 1, 2024, the reimbursement rate is 67 cents per mile. If multiple grievance committee members and staff are traveling to a hearing, individuals should endeavor to travel together and avoid incurring duplicative mileage expenses. See motion and order in [Supreme Court Case No. 2016-1494](#).

Meals and Incidental Expenses

Reimbursement for meals and incidental expenses, including gratuities for food service and hotel staff, is available only when overnight lodging is required, such as for a multi-day hearing. The per diem as of July 2023 is in the table attached to these guidelines. Per diem reimbursement rates are subject to change annually on July 1. The current reimbursement rates may be found [here](#).

Reimbursement for meals and incidental expenses is governed by per diem rates, prorated for partial days of travel. **If you are claiming a meal per diem, you must specify the start time and end time of your travel each day.**

Lodging and Parking

Grievance committee members are reimbursed for the reasonable cost of lodging and parking. **Receipts are required for lodging and parking reimbursement.** Please request the state government rate for lodging, when available.

Submission and Approval of Travel Reimbursement Requests

- A travel expense reimbursement request must be submitted on the travel expense reimbursement form available from the [Board's website](#). The

form contains formulas that will calculate mileage reimbursement and totals.

- The form must be completed in its entirety, include required hotel and parking receipts, and signed by the grievance committee member and either the grievance committee chair or bar counsel.
- The grievance committee chair or bar counsel is responsible for verifying the travel expenses that were incurred and that the reimbursement request is consistent with these guidelines. Any reimbursement request that is contrary to these guidelines will be rejected **in its entirety**.
- A grievance committee must submit case-related reimbursement requests within **30 days** after the travel expenses are incurred. This ensures that the reimbursements are charged to individual cases on a timely basis. Do **not** submit case-related travel reimbursement requests as part of your quarterly or annual reimbursement requests.
- Email completed travel reimbursement forms and required receipts to BOCfilings@bpc.ohio.gov.

MEAL AND INCIDENTAL EXPENSE PER DIEM TABLE

Location of Overnight Stay	Deductions for Meals Provided			Per Diem Based on Hours in Travel Status			
	Breakfast	Lunch	Dinner	18-24 Hrs.	12-18 Hrs.	6-12 Hrs.	< 6 Hrs.
Canton	\$14	\$16	\$29	\$64	\$48	\$32	\$16
Cincinnati	\$17	\$18	\$34	\$74	\$55	\$37	\$18.50
Cleveland	\$16	\$17	\$31	\$69	\$51.50	\$34.50	\$17.25
Columbus	\$14	\$16	\$29	\$64	\$48	\$32	\$16
Dayton	\$14	\$16	\$29	\$64	\$48	\$32	\$16
Hamilton	\$13	\$15	\$26	\$59	\$44.25	\$29.50	\$14.75
Mentor	\$13	\$15	\$26	\$59	\$44.25	\$29.50	\$14.75
Sandusky	\$14	\$16	\$29	\$64	\$48	\$32	\$16
All Others	\$13	\$15	\$26	\$59	\$44.25	\$29.50	\$14.75