

**Park District of Ottawa County  
Board of Park Commissioners  
Resolution 2022-15  
Updated Mileage Policy**

**WHEREAS**, the Park District of Ottawa County Board of Park Commissioners employs personnel to carry out the functions of the District, and

**WHEREAS**, these employees and Board members may incur travel expenses while on Park District business,

**NOW THEREFORE BE IT RESOLVED**, that a policy establishing the parameters of Park District employee and Board business related travel be established, and

**BE IT FURTHER RESOLVED**, that the following guidelines be and hereby are established as the updated Park District of Ottawa County Mileage Policy.

1. The allowance for mileage when a personal car is used shall be the current IRS reimbursement rate per mile. Mileage log sheet with reimbursement invoice must be submitted in order to receive reimbursement.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Ottawa County Auditor, and


**BE IT FURTHER RESOLVED** that the allowable reimbursement expenses while on Park District business shall remain in force as set forth above, or until new allowable expenses are approved by this Board, and

**BE IT FURTHER RESOLVED**, that it is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were so adopted in an open meeting of this Board, and that all deliberations of this Board, and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

This resolution was passed on June 21st, 2022 with 4 votes for passage and 0 votes against passage as indicated below:

  
Gary Kohli

6/21/22

  
Mike Shadoan

6/21/22

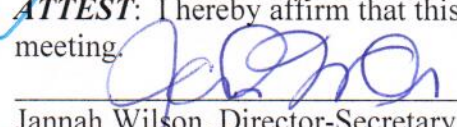
  
Judy Indorf

6/21/22

  
Jack Madison

6-21-22

**ATTEST:** I hereby affirm that this is an accurate record of actions taken by this Board at their June 21st, 2022 meeting.

  
Jannah Wilson, Director-Secretary

6/21/2022  
Date



**Ottawa County Commissioners**  
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Phone 419.734.6798

**Michelle M. Ish**, SPHR CWCP  
Human Resources Director  
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## MEMORANDUM

TO: Department Heads and Elected Officials  
FROM: Michelle Ish  
DATE: June 21, 2022  
RE: IRS Mileage Rate Increase for 2<sup>nd</sup> Half of 2022

On June 9<sup>th</sup>, the Internal Revenue Service (IRS) published an increase to the **mileage reimbursement rate for the remainder of 2022 at \$0.625** per mile for *"business use of a personal automobile."* This is up from \$0.585 for the first half of 2022 and becomes effective on July 1<sup>st</sup>.

Employees who drive their personal automobiles as a business necessity will be reimbursed at the full IRS rate *if there are no County vehicles available*. Employees who elect to drive their personal vehicles for convenience will be reimbursed at the County rate of **\$0.312** per mile.

For questions or concerns, please don't hesitate to contact me.