

County of Lancaster
Travel Reimbursement Policy
Involving Additional Mileage Required to Provide Disabled Persons Access
to Magisterial District Court

In the event a disabled individual has business or otherwise wishes to participate in a program, service or activity at one of the Lancaster County Magisterial District Court offices, and that particular court office is inaccessible, it may be necessary to require the disabled individual to travel to another Magisterial District Court office or to the Lancaster County Courthouse in order to be provided with accessibility to the required program, service or activity. It is the County's policy to reimburse disabled individuals those reasonable costs that were incurred as the result of having to travel to an accessible facility.

Reimbursable costs include:

1. Mileage at the prevailing IRS rate for miles traveled to the alternative site in excess of the mileage that would have been incurred had the disabled person traveled to the original office of choice.
2. Parking expenses and tolls incurred due to having to travel to the alternative site that would not have been incurred had the disabled person traveled to the original court office of choice.

Requests for reimbursement shall be made by completing and submitting the *Travel Expense Form* to the ADA Coordinator.

The ADA Coordinator will review the reimbursement request and approve those expenses which are reimbursable under this policy. If a request is denied in whole or in part, the ADA Coordinator will provide the requesting disabled individual an explanation in writing for the denial.

All requests for reimbursement should be sent to the:

County of Lancaster
Human Resources
ATTN: Darlene Ortiz, ADA Coordinator
150 North Queen Street, Suite 312
Lancaster, PA 17603
Phone: (717) 299-8310
Relay Service TTY/TDD 711 or (800) 654-5984
FAX: (717) 293-7269
Email: ADACoordinator@co.lancaster.pa.us