

TRANSPORTATION



- Travel by common carrier (bus, railroad, airline, etc.) may be reimbursed at the lowest available rate. Business class air travel is allowed for some specified international travel. Air travel within Ohio is authorized only for agency directors, assistant directors, and deputy directors; other state employees may fly within Ohio only if flying is more economical than any other type of travel.

If a reservation goes unused, the traveler will be reimbursed only if the agency is satisfied that failure to cancel or use the reservation was unavoidable.

- Mileage reimbursement: Reimbursement rate is \$.40 per mile for a privately owned car and \$.13 per mile for a privately owned motorcycle.

You may use a private vehicle only if the owner is insured under a liability insurance policy that complies with ORC § 4509.51.

There is no reimbursement for mileage commuting from your residence to your headquarters or from your headquarters to your residence.

- Rental car: Reimbursement is authorized only if a rental car is more economical than any other type of transportation or if your destination is not otherwise easily accessible.
- Miscellaneous: Receipts are required for reimbursable miscellaneous transportation expenses such as parking, taxis, car rental, etc. if an expense exceeds \$1. *Exception:* No receipts are required for road tolls, subway fare, limousine service, municipal bus fare, boat, or ferry regardless of the dollar amount.



MEALS



In State:

- When traveling in state and travel requires an **overnight stay**, you may be reimbursed only for meal expenses incurred outside your county of headquarters and be more than 45 miles from both your headquarters and your residence. Meal reimbursement for a full calendar day does not require an allocation for breakfast, lunch, and dinner. You may determine how to allocate the allowed amount for meals.
- When you are on overnight travel status for a full calendar day (that is, travel both preceded and followed by an overnight stay), your actual meal expenses may be reimbursed up to \$30 without receipts or up to \$40 with receipts provided to your state agency.
- When you are on overnight travel status for less than a full calendar day, the maximum meal rates are pro-rated on the day of departure and day of return.

The \$30 (without receipts) reimbursement is pro-rated as follows:

- ✓ Up to \$7 if traveling anytime after midnight but no later than 8 AM.
- ✓ Up to \$8 if traveling anytime after 8 AM but no later than 6 PM.
- ✓ Up to \$15 if traveling anytime after 6 PM but no later than midnight.

MEALS (continued)

The \$40 (with receipts) reimbursement is pro-rated as follows:

- ✓ Up to \$9 if traveling anytime after midnight but no later than 8 AM.
- ✓ Up to \$12 if traveling anytime after 8 AM but no later than 6 PM.
- ✓ Up to \$19 if traveling anytime after 6 PM but no later than midnight.



In State or Out Of State:

- On the day of departure or return, if you are on travel status for more than one of the specified time periods, meal reimbursement is authorized in the amount of the total of the individual amounts specified for those time periods. Reimbursement of that total amount does not require an allocation for breakfast, lunch, and dinner. Meal reimbursement in that total amount may be allocated for meals as the state agent chooses.

You may be reimbursed for meal gratuities as long as the tip does not exceed 15% of the cost of the meal. Gratuities count toward the applicable maximum meal rate.

MEALS (continued)

Out Of State But Within The U.S.:

- When traveling out of state, you may be reimbursed only for meal expenses incurred outside your county of headquarters and more than 45 miles from both your headquarters and your residence. An overnight stay is not required.
- When you are on travel status for a full calendar day, your actual meal expenses may be reimbursed up to \$30 without receipts or up to \$60 with receipts provided to OBM.
- When you are on travel status for less than a full calendar day, the maximum meal rates are pro-rated on the day of departure and the day of return. The \$30 without receipts is pro-rated as specified previously under *Meals/In-State*. The \$60 with receipts is pro-rated as follows:
 - ✓ Up to \$12 if traveling anytime after midnight but no later than 8 AM.
 - ✓ Up to \$18 if traveling anytime after 8 AM but no later than 6 PM.
 - ✓ Up to \$30 if traveling anytime after 6 PM but no later than midnight.

Outside Of The U.S.:

- When traveling out of the country, you may be reimbursed for your actual meal expenses either:
 - ✓ With receipts provided to OBM, up to \$75 per calendar day; or
 - ✓ Without receipts, up to the applicable rate for meals and incidental expenses specified in the current *Maximum Travel Per Diem Allowances for Foreign Areas* established by the US Secretary of State.

LODGING




- Lodging must occur outside your county of headquarters and be more than 45 miles from both your residence and headquarters.
- To be reimbursed for lodging, you must submit a detailed folio.
- If you stay in a private dwelling instead of commercial lodging, you may be reimbursed up to \$15 per night. Your receipt must list the name and address of the person you stayed with and the amount you paid.
- If you are away for more than one week (including a weekend), you may be reimbursed for reasonable miscellaneous expenses such as laundry, dry cleaning, personal telephone calls, postage. You must submit a receipt for any expense that exceeds \$1.







You may be reimbursed without receipts for the actual cost of gratuities for services such as porter, housekeeping, and taxis up to: \$10 on your day of departure and \$10 on your day of return when traveling overnight; \$5 on each day between your departure and return days when traveling overnight; and \$5 per day when not traveling overnight.

MAXIMUM REIMBURSEMENT RATES:





- In State: Reimbursement up to \$80 plus taxes per calendar day.
- Out of State: Actual cost your agency's head or designee determines to be reasonable.
- Out of U.S.: Actual cost your agency's head or designee determines to be reasonable.

 Reasonable business telephone expenses are reimbursable regardless of the length of your stay.

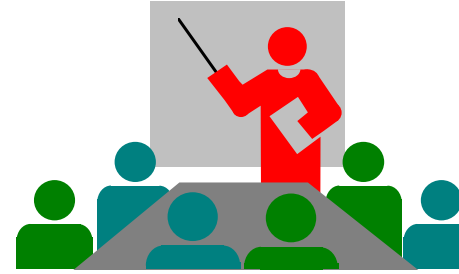
GENERAL REQUIREMENTS

-  All travel at state expense or on paid travel status must be authorized by the head of your agency or his or her designee as appropriate state business.
-  The rates described are *reimbursements* for expenses you actually incur while traveling. These rates are not a "per diem" or an entitlement, regardless of whether receipts are required.
-  Submit your travel expenses for reimbursement on the Travel Expense Report, form OBM 7148, or on an agency-specific form that has received OBM's prior approval. Submit your report at the end of the pay period during which the travel occurred. Unless otherwise specified, all required receipts must be submitted to OBM.
-  If you are in a bargaining unit, the travel provisions in your collective bargaining agreement supersede the OBM Travel Rule (OAC 126-1-02).

Prohibitions

-  No reimbursement for entertainment or alcoholic beverages.
-  No reimbursement for lodging or meals (except conference meals) within 45 miles of both your residence **and** headquarters.
-  No reimbursement for lodging or meals (except conference meals) within the county of your headquarters.
-  No reimbursement for conference lodging within 30 miles of both your residence and headquarters.

SPECIAL RULES FOR CONFERENCES



REGISTRATION

- Registration fees are reimbursable.

CONFERENCE LODGING

- Lodging at the conference site, or at a hotel identified in the conference registration materials as one of the conference hotels, is reimbursable at actual cost as long as the conference site is at least 30 miles from your home and headquarters and the cost is reasonable as determined by your agency head or his/her designee.

CONFERENCE MEALS

- Conference meals that are an integral part of the conference are reimbursable at actual cost if the cost is reasonable as determined by the head of your agency or his/her designee. To be an integral part of the conference, meals must be provided at the conference site as an organized activity for all participants.

On a day that a conference includes a meal, the maximum meal rate for that day for nonconference meals will be reduced.

CONFERENCE RECEIPTS

- Receipts are required for all conference fees, meals, lodging, and miscellaneous conference expenses exceeding one dollar.
- Attach a copy of the conference program when submitting your travel expense report.

OHIO OFFICE OF BUDGET AND MANAGEMENT

TRAVEL POLICY

Rate Increases Include:

Mileage

Effective March 1, 2006:
Reimbursement rate is 40 cents per mile for a privately owned car and 13 cents per mile for a privately owned motorcycle.

In-State Commercial Lodging

Effective July 1, 2006:
Reimbursement up to \$80 plus taxes per calendar day.

This pamphlet contains a summary of amended Rule 126-1-02 of the Ohio Administrative Code.

Refer to the rule for complete information and all requirements.