

Ohio Office of Budget and Management

Travel Policy (Effective May 1, 2009)

This is a summary of amended Rule 126-1-2 of the Ohio Administrative Code. Refer to the rule for complete information and requirements.

Prohibitions

- No reimbursement for entertainment, alcoholic beverages, travel insurance, or traffic fines and parking tickets.
- No reimbursement for lodging or meals (except conference meals) within 45 miles of both your residence **and** headquarters.

In-State & Out-of-State Travel

There is no distinction between in-state and out-of-state travel. The OBM travel rule refers to either continental U.S. travel or out-of-country travel. Continental U.S. travel is travel within the United States and Canada. Out-of-country is travel outside of the United States and Canada.

Transportation Expenses

- 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.
- Travel by privately owned automobiles may be reimbursed for mileage incurred at the rate of **45 cents/mile**.
- Receipts are required for miscellaneous transportation expenses, such as parking, taxis, car rental, etc., that exceed \$10/day. All receipts are required if transportation expenses accumulate to \$25 or more in one day.
- There is no reimbursement for mileage commuting from your residence to your headquarters nor from your headquarters to your residence.

Lodging

- Overnight lodging must be more than 45 miles from both your residence and headquarters.
- Receipts are required for all lodging expenses.
- 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.
- The reimbursement rate for lodging in commercial establishments within the Continental U.S. is **\$80/night** plus applicable taxes *or* the lowest government rate in the area with approval from the state agency head or his/her designee.

Meals

There is a statewide per diem rate for meal reimbursement that includes gratuities. OBM may update the per diem annually to adjust to the revisions to the Federal per diem schedule. Reimbursement for meals is authorized only when overnight lodging is required.

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. Meal receipts are not required.

Standard meal reimbursement rates (including tips) are set forth below:

- Breakfast \$6
- Lunch \$9
- Dinner \$12
- Incidentals \$4
- Total \$31**

The \$31 reimbursement is pro-rated as follows:

- Up to \$10 if traveling anytime after midnight but no later than 10 AM.
- Up to \$13 if traveling anytime after 10 AM but no later than 4 PM.
- Up to \$16 if traveling anytime after 4 PM but no later than Midnight.

Note: With the adoption of the per diem, travelers will only be reimbursed at the per diem rate. If a traveler spends more than the per diem and has receipts to document the expense, he/she will only be reimbursed at the per diem rate.