



# OBM

## The new OBM Travel Rule

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The new Travel Rule became effective October 1, 2009. To support the changes made to the rule, the State is leveraging processes that have been used successfully at the federal level and deployed in other states.

### Highlights of the OBM Travel Rule include:

- An approved travel authorization is needed prior to all travel
- The State will reimburse based on rates for lodging within the Continental United States (CONUS) set by the federal General Service Administration (GSA)
  - Maximum rates for lodging are set by location
  - Per diems for meals & incidentals are set by location
- International travel will be reimbursed on actual expenses within reason
- Employees are expected to submit travel and expense reimbursement requests within 60 days of travel. In no case shall an employee be able to submit a request for reimbursement after 90 days
- OBM Director retains discretion to establish mileage reimbursement rate and review on a quarterly basis
- The State of Ohio Travel Card program has been discontinued and no new cards will be issued. Current cardholders may retain their cards.
- All travel reimbursement will be made via EFT to the same bank account that an employee has established for his/her state pay



# Office of Budget and Management

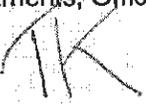
John R. Kasich  
Governor

Timothy S. Keen  
Director

## MEMORANDUM

January 31, 2013

TO: All State Agencies, Departments, Offices, Boards, and Commissions

FROM: Timothy S. Keen, Director   
Office of Budget and Management

SUBJECT: Mileage Reimbursement Rates for FY 2013, Third Quarter

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The Office of Budget and Management has completed the quarterly review of the mileage reimbursement rate as required in the OBM Travel Rule, and determined that the rate will remain at \$.45 per mile for the third quarter of FY 2013.

If this rate in any way conflicts with the provisions of a current collective bargaining agreement, the terms of any such agreement will prevail.

Questions regarding the mileage reimbursement rate may be directed to Aggie Howard at [Aggie.Howard@obm.state.oh.us](mailto:Aggie.Howard@obm.state.oh.us) or 614-466-5670.




Home > Policy & Regulations > Travel and Relocation Policy > Travel Management > Per Diem > Per Diem Rates >

## FY 2013 Per Diem Rates for Ohio

(October 2012 - September 2013)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  OR Enter your ZIP Code

Ohio

**ADDITIONAL PER DIEM TOPICS**

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2012 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

You searched for: Ohio

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2012			2013										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	77	46
Akron	Summit	87	87	87	87	87	87	87	87	87	87	87	87	87	51
Canton	Sterk	89	89	89	89	89	89	89	89	89	89	89	89	89	51
Cincinnati	Hamilton / Clermont	118	118	118	118	118	118	118	118	118	118	118	118	118	56
Cleveland	Cuyahoga	101	101	101	101	101	101	101	101	101	101	101	101	101	56
Columbus	Franklin	94	94	94	94	94	94	94	94	94	94	94	94	94	56
Dayton / Fairborn	Greene, Darke and Montgomery	82	82	82	82	82	82	82	82	82	82	82	82	82	56
Hamilton	Builer and Warren	92	92	92	92	92	92	92	92	92	92	92	92	92	51
Medina / Wooster	Wayne and Medina	86	86	86	86	86	86	86	86	86	86	86	86	86	51
Mentor	Lake	86	86	86	86	86	86	86	86	86	86	86	86	86	46
Sandusky / Bellevue	Erie / Huron	77	77	77	77	84	84	84	84	84	84	84	84	77	46
Youngstown	Mahoning and Trumbull	84	84	84	84	84	84	84	84	84	84	84	84	84	51

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.  
 \*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

**CONTACTS**

Additional Contacts for  
 Travel Management Policy

**NEED MORE INFORMATION?**

Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)  
 Rates in Foreign Countries (Set by State Dept.)  
 Federal Travel Regulations (FTR)

**RELATED TOPICS**

Travel Resources  
 E-Gov Travel  
 FedRooms  
 POV Mileage Reimbursement Rates

Last Reviewed 2013-01-18



126-1-02

**Rates and requirements for reimbursement of travel expenses of state agents.**

(A) Definitions

- (1) "Compensation" means payment for services rendered, whether made on an hourly, per diem, salaried, or fee basis but does not include reimbursement of travel expenses.
- (2) "Headquarters" means the office address at which a state agent has his/her primary work assignment.
- (3) "Continental U.S. travel" means travel within the Continental United States, including the lower forty-eight states, excluding Hawaii and Alaska.
- (4) "International travel" means travel outside of the Continental United States, including Hawaii and Alaska.
- (5) "Reimbursable travel expenses" means the following expenses, in addition to lodging, meals, per diem, and mileage, which are actually incurred as a necessary part of approved travel:
  - (a) Miscellaneous transportation expenses including parking charges, road tolls, and other reasonably incurred transportation expenses directly related to authorized travel, provided such expenses are listed separately on a state agent's travel expense reimbursement request;
  - (b) Commercial transportation expenses paid by the state agent including taxi cabs, rental cars, airfare, ferries, subways, bus, trains, and other commercial transportation providers;
  - (c) Registration fees paid by the state agent, which include conferences, seminars, meetings, and other professional events;
  - (d) Miscellaneous business expenses including telephone, facsimile, internet, and other similar charges paid by the state agent for official state business;
  - (e) Miscellaneous living expenses including laundry, dry cleaning, personal telephone calls, postage, and other living expenses.
- (6) "Non-reimbursable travel expenses" include, but are not limited to, the following:
  - (a) Alcoholic beverages purchased by the state agent;
  - (b) Entertainment expenses paid by the state agent;

(1) Authority for travel

All travel by state agents at state expense or on paid travel status must be authorized prior to travel by the head of a state agency or his/her designee. Travel may be authorized only for official state business and only if the state agency has the financial resources to reimburse the state agent for travel expenses. State agents who are traveling or who are on paid travel status must, at all times, use prudent judgment in the use of state resources, incurring only those expenses necessary to carry out the official business of the state.

(2) Reporting requirements

(a) A state agent who has traveled at state expense and is requesting reimbursement of his/her travel expenses by a state agency shall report his/her travel expenses as prescribed by the office of budget and management. A state agent shall submit the travel expense reimbursement request within sixty days of the last date of travel. This time frame may be extended by the head of the state agency or his/her designee if mitigating circumstances exist, but in no case may this time frame exceed ninety days. A completed request for travel expense reimbursement may be denied by the office of budget and management for reasons including, but not limited to, a state agent's failure to submit the request in a timely, accurate, or truthful manner.

(b) A state agent shall obtain and provide all receipts required by this rule.

(c) At no time shall a state agent claim or be reimbursed more than is allowable under this rule.

(3) Approval of travel

When the head of a state agency or his/her designee approves of a state agent's travel, such action constitutes certification of the propriety of the reimbursement of such state agent's travel expenses. The head of a state agency or his/her designee may require any reasonable form of verification of an expense if he/she determines that additional verification is necessary to his/her certification of the propriety of the reimbursement or if required receipts are not available.

(4) Reimbursement of expenses

A state agent shall be reimbursed for his/her travel expenses as authorized by this rule upon approval by the head of a state agency or his/her designee. Reimbursement for travel expenses shall be via electronic funds transfer (EFT) and to the same bank account that a state agent has established for

A state agent shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence.

Travel expense reports shall indicate all intermediate destinations (i.e., specify intermediate towns and cities but not stops within a town or city) between the commencement and termination of travel as well as all vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more state agents traveling in the same privately owned automobile, and the names of their respective state agencies shall be listed on the travel expense reimbursement request.

(3) Travel by commercial transportation

(a) Travel by commercial transportation is authorized at the lowest available rate. When any segment of travel by commercial transportation exceeds eight hours, the head of the state agency may authorize business class travel for the state agent.

(b) State funds shall not be expended to pay for unused reservations with commercial transportation unless the state agency is satisfied that failure to cancel or use the reservation was unavoidable.

(c) Travel within the state of Ohio by common air carrier at the lowest available rate is authorized for elected officials, directors, assistant directors, deputy directors, board and commission members, and heads of state agencies. State employees not listed above are authorized to travel within the state of Ohio by common air carrier at the lowest available rate only if flying is more economical than other modes of travel.

(d) Reimbursement is authorized for car rental if car rental is more economical than any other mode of transportation or if the state agent's destination is not easily accessible by any other mode of transportation.

(4) Required receipts for transportation expenses

Except as otherwise provided, receipts are required for all service expenses incurred in connection with the operation of state-owned automobiles, all commercial transportation expenses, and all miscellaneous transportation expenses exceeding ten dollars.

(D) Meal, incidental, and miscellaneous business expenses in the Continental U.S.

(1) Restrictions and reimbursement per diem

(E) International meal, incidental, and miscellaneous business expenses

- (1) A state agent traveling outside the Continental U.S., assigned to a foreign office, or otherwise on approved international travel status, including international conferences, shall be entitled to reimbursement of meals at actual cost when such cost is reasonable as determined by the head of the state agency or his/her designee.
- (2) If the state agent is in overnight international travel status for more than one week, including a weekend, miscellaneous living expenses will be reimbursed.
- (3) Receipts shall be required for all international travel expenses, which includes commercial transportation, lodging, meal, incidental expenses, and miscellaneous living expenses. A receipt shall be required for any single miscellaneous business expense charge exceeding ten dollars. State agents shall first use any free internet or phone services prior to incurring these expenses.

(F) Lodging

(1) Continental U.S.

Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day in accordance with the per diem rates established by the U.S. General Services Administration for reimbursement of expenses incurred while on official travel within the Continental U.S. at actual cost up to the maximum allowable lodging rate for that location, plus applicable taxes on the entire room.

(2) International

Reimbursement for lodging in commercial establishments is authorized per state agent per calendar day at actual cost when such cost is reasonable as determined by the head of a state agency or his/her designee.

(3) Receipts are required for all lodging expenses.

(4) Overnight lodging may be reimbursed only when the state agent is traveling on official state business and is either:

(a) At a location greater than forty-five miles of both the state agent's residence and headquarters, or;

(b) At a location greater than thirty miles of both the state agent's residence and headquarters for conference purposes.

(H) Agency contractors

State agencies desiring to reimburse travel, lodging, and meal expenses should negotiate such reimbursement with the contractor or vendor when negotiating the cost of the contract, but shall not negotiate rates higher than those authorized by this rule.

(I) Exceptions

(1) Upon written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred, the director of the office of budget and management may grant exceptions to this rule only for travel by law enforcement officials, insurance examiners, state agents on continuous travel status for two or more consecutive days, state agents requiring special travel arrangements due to a disability, and state agents whose workday is other than eight a.m. to five p.m. or if state agents whose in-state travel and lodging arrangements are economically advantageous to the state. Other exceptions may be granted upon a written request submitted to the director of budget and management by the head of a state agency or his/her designee prior to the expense being incurred or, at the director's discretion, after the expense has been incurred. No exception shall remain in effect for more than one fiscal year.

(J) Amendment to this rule

An amendment to this rule applies to travel on or after the effective date of the amendment.