



May 29, 2002

TO: Directors and Fiscal Officers of All State Agencies

FROM: Thomas W. Johnson, Director

A handwritten signature in black ink, appearing to read 'Thomas W. Johnson', written over a horizontal line.

SUBJECT: Increases in Travel Reimbursement Rates

Effective July 1, 2002 the maximum reimbursement rates for in-state lodging and in-state meals are increased for exempt employees and for most bargaining unit employees. All other travel reimbursement rates are unchanged.

The maximum in-state lodging and in-state meal rates are increased in accordance with the rate increases that were bargained or established by the OBM travel rule in Fiscal Year 2000 and were designated to take effect over the three following fiscal years. The last tier of these rate increases takes effect on July 1, 2002. These new rates will remain in effect until any future rate changes are bargained or authorized by amendment to the OBM travel rule.

This memorandum serves as a summary only and is not intended to cover all provisions governing the rates and requirements for reimbursement of travel. Please refer to the specific provisions of the applicable bargaining contract(s) to determine the rates applicable to your agency's bargaining unit employees. Refer to the OBM travel rule, Rule 126-1-02 of the Administrative Code, *Rates and Requirements for Reimbursement of Travel Expenses of State Agents*, for information about travel reimbursement for exempt employees.

In-State Lodging: \$75.00

Effective July 1, 2002 the maximum in-state lodging reimbursement rate per individual per calendar day is \$75.00, an increase of \$5.00. The current maximum rate of \$70.00 remains in effect through June 30, 2002. All lodging reimbursement requires a receipt and is limited to actual cost up to the maximum rate plus applicable taxes.

In-State Meals:

○ **Up To \$40.00 with Receipts**

If a traveler submits receipts to his/her state agency, the traveler may claim actual in-state meal expenses up to the maximum in-state meal rate of \$40.00 for a full day of travel, an increase of \$5.00, or up to the pro-rated portion of the \$40.00 that applies to less than a full day of travel. A full day of travel means travel both preceded and followed by an overnight stay. Meals may be reimbursed for in-state travel only when overnight lodging is required.

If the traveler is on travel status in state for less than a full day, with receipts reimbursement for in-state meals on the day of departure and day of return is limited to:

1. Actual cost up to a maximum rate of \$9.00 if the traveler is on travel status any time after midnight but no later than 8 a.m.
2. Actual cost up to a maximum rate of \$12.00 if the traveler is on travel status any time after 8 a.m. but no later than 6 p.m.
3. Actual cost up to a maximum rate of \$19.00 if the traveler is on travel status any time after 6 p.m. but no later than midnight

When are In-State Meal Receipts Required? Meal receipts must be provided for meal expenses exceeding \$30 for a full day of travel or exceeding the pro-rated portion of the \$30.00 that applies to less than a full day of travel.

Examples of In-State Meal Claims Requiring Receipts: \$30.50 for a full day of travel; \$7.75 for breakfast; \$8.50 for lunch; \$15.35 for dinner.

Why are In-State Meal Receipts Required? Receipts are required in order to assure that the State of Ohio complies with federal requirements for substantiation of employee business expenses and pays travel expenses under an accountable plan. Travel expenses that are not substantiated or are paid under a nonaccountable plan are reportable as income and are subject to withholding.

Who is Responsible for Maintaining In-State Meal Receipts? The state agency shall maintain the original in-state meal receipts which shall be available and open to inspection. Copies should not be attached to the travel expense report which is sent to OBM.

○ **Up To \$30.00 Without Receipts**

If a traveler does not submit receipts to his/her state agency, the traveler may claim actual in-state meal expenses up to the Fiscal Year 2001 \$30.00 maximum in-state meal rate for a full day of travel or up to the pro-rated portion of the \$30.00 that applies to less than a full day of travel. A full day of travel means travel both preceded and followed by an overnight stay. Meals may be reimbursed for in-state travel only when overnight lodging is required.

If the traveler is on travel status in state for less than a full day, without receipts reimbursement for in-state meals on the day of departure and day of return is limited to:

1. Actual cost up to a maximum rate of \$7.00 if the traveler is on travel status any time after midnight but no later than 8 a.m.
2. Actual cost up to a maximum rate of \$8.00 if the traveler is on travel status any time after 8 a.m. but no later than 6 p.m.
3. Actual cost up to a maximum rate of \$15.00 if the traveler is on travel status any time after 6 p.m. but no later than midnight

All Other Travel Rates:

All other travel reimbursement rates, including mileage, out-of-state and out-of-country lodging, and out-of-state and out-of-country meals, are unchanged.

Questions:

Collective bargaining contract travel provisions:
Office of Collective Bargaining, DAS, at 466-0570.

Travel rule provisions:
Mary Ellen Forrester, OBM Legal Counsel, at 644-8797.

TWJ: MEF
Travel Rates Effective July 1, 2002