



OBM

November 4, 2005

MEMORANDUM TO: Agency Fiscal Officers

FROM: Dawn Gatterdam, Acting Administrator *Dawn Gatterdam*
State Accounting

SUBJECT: Employee Reimbursement

In order to allow time for the Department of Administrative Services to process W-2 information for calendar year 2005, OBM has agreed to process the final vouchers for reimbursement of tuition, awards, moving expenses, and meals without an overnight stay on December 12, 2005. Any reimbursements received by OBM after December 8, 2005 will be held until December 29, 2005; warranting in January.

It is important that DAS have the time necessary to process the employee income amounts. Processing will be cut off for the following object codes:

130 02	137	244 08
130 03	230 05	244 09
131	231 05	244 10
136 01	244 02	244 11
136 02	244 03	
136 05	244 04	
136 06	244 05	
136 07	244 06	
136 08	244 07	

To ensure processing in Calendar year 2005, vouchers for reimbursements under the listed object codes must be received in State Accounting by 4:00 pm on December 8, 2005. If you have questions, please contact Jody Newkirk at (614) 466-2151 or at jody.newkirk@obm.state.oh.us.