



# OBM

## MEMORANDUM

June 30, 2006

TO: All Fiscal Officers of State Agencies

FROM: Timothy S. Keen, Director

A handwritten signature in black ink that reads "Timothy S. Keen".

SUBJECT: Increase in Travel Reimbursement Rate

Effective July 1, 2006, the maximum reimbursement rate for in-state lodging will be increased. The rate is effective for both bargaining unit and exempt employees. This new rate will remain in effect until any future rate changes are bargained for or authorized by amendment to the OBM travel rule.

This memorandum serves as a reminder 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 all employees.

### **In-State Lodging: \$80.00**

Effective July 1, 2006, the maximum in-state lodging reimbursement rate per individual per calendar day is \$80.00, (an increase of \$5.00). The current maximum rate of \$75.00 remains in effect through June 30, 2006. All lodging reimbursement requires a receipt and is limited to actual cost up to the maximum rate plus applicable taxes.

### **All Other Travel Rates:**

Travel expenses related to interviewing and moving expenses will be paid at the same rates established for travel. All other travel reimbursement rates, including mileage, in-state, out-of-state and out-of-country meals are unchanged.