



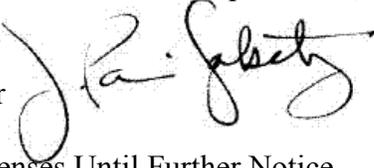
# OBM

Ted Strickland  
Governor

J. Pari Sabety  
Director

January 31, 2007

**TO:** Directors and Fiscal Officers of State Departments, Agencies, Boards and Commissions

**FROM:** J. Pari Sabety, Director 

**SUBJECT:** Control on Travel Expenses Until Further Notice

Due to the slowing economy and the Strickland Administration's promise to live within our means during challenging fiscal times, the Office of Budget and Management is implementing a control on non-essential travel expenses, effective January 31, 2008. Agency directors and fiscal officers should prohibit non-essential travel, both in and out of the continental United States, if any part of that travel is paid for or reimbursed by the state. A few limited exceptions should be made by directors and fiscal officers if the travel in question is critical to the mission of the agency and essential to fulfilling the prescribed duties of a position.

Whenever possible, state employees are asked to use teleconferencing to lower travel costs and continue to transact business in remote settings.

Because approval for travel occurs at the agency level, it is essential that directors and fiscal officers impose stringent restrictions on the approval of travel. At regular intervals, OBM will review the travel costs and reimbursements granted by agencies to ensure that agencies are in compliance with this policy.

In circumstances in which a travel reimbursement was approved prior to January 31, 2008, please note the following:

- If the travel expense has already been incurred by the employee but reimbursement is scheduled to occur after January 31, 2008, the employee should be reimbursed fully. Please make every effort to ensure that this occurs in a timely manner.
- If the travel has been approved but no cost has yet been incurred, please subject the travel costs to the standards mentioned above. If the travel is not critical to the mission of the agency and essential to fulfilling the duties of a position, and if it can be cancelled without penalty, please make every effort to cancel the travel and avoid incurring the expense.

Your cooperation in this process is greatly appreciated. If you have questions, please contact Judy Johnson by email at [judy.johnson@obm.state.oh.us](mailto:judy.johnson@obm.state.oh.us) or phone at 614-466-1569.