



To: Non-State Employees Who Travel On State Business and Incur Travel Expenses
From: OBM State Accounting
Date: 06-Nov-15
Re: Travel Reimbursement Invoice for Non-State Employees

Travel Reimbursement Invoice for Non-State Employees

If you are a non-state employee traveling on state business and that the travel expenses you have incurred meet the requirements of Rule 126-1-02 of the Administrative Code or applicable collective bargaining contract, and you are seeking reimbursement, you need to complete the Travel Reimbursement Invoice for Non-State Employees (OBM-1115).

The form and a job aid for completing the form are available on the OSS website under Travel and Expense.