



# Office of Budget and Management

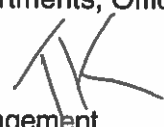
John R. Kasich  
Governor

Timothy S. Keen  
Director

## MEMORANDUM

December 28, 2015

TO: All State Agencies, Departments, Offices, Boards, and Commissions

FROM: Timothy S. Keen, Director   
Office of Budget and Management

SUBJECT: Mileage Reimbursement Rate for Fiscal Year 2016, Third Quarter

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The Office of Budget and Management has completed the quarterly review of the mileage reimbursement rate as required in the OBM Travel Rule, and determined that the rate will remain at \$.52 per mile for the third quarter of FY 2016.

If this rate in any way conflicts with the provisions of a current collective bargaining agreement, the terms of any such agreement shall prevail.

Pursuant to ORC Section 126.503, agencies are reminded that they shall control travel expenses by:

- Using fleet vehicles for official travel whenever possible;
- Conducting meetings, whenever possible and in compliance with ORC Section 121.22, using conference calls, teleconferences, webinars, or other technology tools; and
- Following restrictions set by DAS regarding mileage reimbursement pursuant to ORC Section 125.832.

Questions regarding the mileage reimbursement rate may be directed to Lisa Scharlott at [Lisa.Scharlott@obm.state.oh.us](mailto:Lisa.Scharlott@obm.state.oh.us) or 614-728-4845.