



OBM

Ted Strickland
Governor

J. Pari Sabety
Director

MEMORANDUM

June 8, 2007

TO: Directors and Fiscal Officers of State Agencies

FROM: J. Pari Sabety 
Director

SUBJECT: Expiration and Renewal of Fiscal Year Exceptions to Provisions of the Travel Rule

All exceptions to the travel rule which were issued in Fiscal Year 2007 expire on June 30 2007. Exceptions which are needed for all of Fiscal Year 2008 must be issued by July 1, 2007. One-time exceptions or exceptions that are identified in the year may be issued during the new fiscal year as they are needed.

In accordance with Executive Order 2007-09S, exceptions cannot be granted by agency heads or by the director of OBM for food purchases.

Exceptions Issued by the Agency Head

Exceptions allowed under paragraph (L)(2)(b) of the travel rule shall be issued by the head of the state agency prior to the expense being incurred. A copy of the exception shall be attached to the travel expense report of any traveler for whom the exception was issued and shall be submitted to the Office of Budget and Management with the travel expense report. Please send a copy of these exceptions by June 30, 2006.

Exceptions issued by OBM Director

All other exceptions must be issued by the director of Budget and Management. Please submit exception requests which require the approval of the OBM director and which must be in place by July 1, 2007 to the director by June 25, 2007.

If you have any questions about exceptions, please contact Judy Johnson at judy.johnson@obm.state.oh.us or (614)466-1569.