



MEMORANDUM

October 24, 2006

TO: Agency Fiscal Officers

FROM: Dawn Gatterdam, Acting Administrator State Accounting *Dawn Gatterdam*

SUBJECT: Employee Reimbursement

In order to allow time for the Department of Administrative Services to process W-2 information for calendar year 2006, OBM has agreed to process the final vouchers for reimbursement of tuition, awards, moving expenses, and meals without an overnight stay on December 4, 2006. Any reimbursements received by OBM after December 1, 2006 will be held until December 28, 2006; warranting in January. Additional processing time is required this year due to DAS' OAKS conversion in December.

It is important that DAS have the time necessary to process the employee income amounts. Processing will be cut off for the following object codes:

- | | | |
|--------|--------|--------|
| 130 02 | 244 10 | 136 06 |
| 137 | 136 01 | 244 05 |
| 244 08 | 244 02 | 136 07 |
| 130 03 | 244 11 | 244 06 |
| 230 05 | 136 02 | 136 08 |
| 244 09 | 244 03 | 244 07 |
| 131 | 136 05 | |
| 231 05 | 244 04 | |

To ensure processing in Calendar year 2006, vouchers for reimbursements under the listed object codes must be received in State Accounting by 4:00 pm on December 1, 2006. If you have questions, please contact Jody Newkirk at (614) 466-2151 or at jody.newkirk@obm.state.oh.us.