



# OBM

March 1, 2006

MEMORANDUM TO: Fiscal Officers of State Agencies

FROM: Dawn D. Gatterdam  
Acting Administrator

A handwritten signature in black ink that reads "Dawn D. Gatterdam".

SUBJECT: **Mileage Reimbursement Increases**

Due to the increase in the mileage reimbursement rates, State Accounting has established the following procedures for travel occurring on or after March 1, 2006.

In order to ensure prompt and accurate processing of mileage reimbursement vouchers please follow these procedures when submitting vouchers for mileage reimbursement.

### **Paper Travel Vouchers**

For those travelers who use the Travel Expense Report (OBM 7148) located on the OBM website, you will find a revised report form that calculates at the new mileage rates. The new rates can only be used for travel that occurs on or after March 1, 2006. Continue to use the old form with the old rate for travel that occurred before March 1, 2006. Both forms can be obtained from our website at <http://www.obm.ohio.gov/forms/>. You must use separate forms for submitting travel if part of the travel occurred before the rate increases.

### **Workflow Travel Vouchers**

For those travelers who use the WorkFlow Travel document, State Accounting will update the Traveler Profiles to reflect the new rates on March 10, 2006. This time delay should provide you with the time you need to submit expense reports for travel that occurred before the new rates are effective on March 1, 2006. For travel occurring on or after March 1, 2006, please hold your reimbursement requests until March 10. If you must submit a request before March 10 for travel that occurred on or after March 1, you must use a paper document.

After we convert the system on March 10, 2006, you will need to use the paper document for mileage reimbursement that occurred before March 1, 2006.

### **Reminder**

Ensure that you use the correct reimbursement rate based on the date of your travel. Use the new rates only for travel that occurs on or after March 1, 2006. Do not use the same form with two rates. If you have old and new travel, please use two separate forms. It is not necessary to break the travel into separate vouchers.

If you have any questions, please contact Judy Johnson at [judy.johnson@obm.state.oh.us](mailto:judy.johnson@obm.state.oh.us).