The OBM Travel Rule

The OBM Travel Rule was revised on July 1, 2014. To support the changes made to the rule, the state leveraged processes that have been used successfully at the federal level and deployed in other states.

Highlights of the OBM Travel Rule Include:

- The State will reimburse based on rates for lodging within the Continental United States (CONUS) set by the federal General Service Administration (GSA).
- Maximum rates for lodging are set by location.
- Per diems for meals & incidentals are set by location.
- International travel will be reimbursed on actual expenses within reason.
- Employees are expected to submit travel and expense reimbursement requests within 60 days of travel. In no case shall an employee be able to submit a request for reimbursement after 120 days.
- OBM Director retains discretion to establish mileage reimbursement rate and review on a quarterly basis.
- The State of Ohio Travel Card program has been discontinued and no new cards will be issued. Current cardholders may retain their cards and use them.
- All travel reimbursement will be made via EFT to the same bank account that an employee has established for his or her state pay.

To view and print the full Travel Rule go to OBM.ohio.gov/TravelRule

To view all Travel and Expense Procedures, visit the OAKS FIN Manual Fin.Help4U.obm.ohio.gov

Are you a First Time User of the OAKS Travel Module

- Please call 1-888-644-6625 for password reset by the OAKS Help Desk.
- Step-by-step directions are provided in the FIN Process Manual under Travel and Expense

Reminders

A state employee shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters, or from his/her headquarters to his/her residence.

Information on creating a Travel Authorization for new CONUS rates is not available from June through early September.

To view and print Frequently Asked Questions on the Travel Reimbursement Process go to OhioSharedServices.ohio.gov/TravelAndExpenseFAQ.aspx

Contact Information

Questions? Please contact: Ohio Shared Services (OSS)

For more information on the travel and expense process or the OAKS Travel and Expense training module, please contact Ohio Shared Services by:

Phone (614) 338-4781 or 1-877-OHIOSS1 (1-877-644-6771)
Email OhioSharedServices@ohio.gov
Web www.OhioSharedServices.ohio.gov

State of Ohio

MyTravel Procedures

Ohio Office of Budget and Management

John R. Kasich
Governor

Timothy S. Keen
Director

This pamphlet contains a summary of amended Rule 126-1-02 of the Ohio Administrative Code.

Refer to the travel rule for complete information and requirements at www.OMB.ohio.gov/TravelRule

Rev. 07/02/2018
Travel authorizations are only required when reimbursement includes claims for lodging, airfare, car rental, or international travel.

### Step 1 - Create Travel Authorization (Traveler)

1. Go to: MyOhio.gov website
2. Enter: Enter your OH|ID Workforce User ID & Password, Sign In
3. Click: myTravel > Travel Authorization > Create
4. For Description type: Reason for trip
5. Enter: From and To travel dates
6. For Business Purpose click the arrow & select:
   - Conference
   - General Travel and Expense
   - Off-Site Meeting or,
   - Training
7. Click: Magnifying glass in the Default Location, Change search by: to Description then type: Name of the city you are traveling to then click: Look Up
8. Type: Any additional information about the trip in Comments
9. Click Continue
10. At Expense Type, click the down arrow for Expense Type, then Enter: Amount and click Add
11. Adjust amount (as needed) by clicking on the Current Expense type and click: Update
12. For Description type: Reason for Expense
13. To Add Another Expense, click the down arrow for Expense Type under "Add Another Expense" select expense, and then click: Add
14. Click: Copy Current Expense for the identical Expense Type
15. When finished click: Done
16. Click: Submit For Approval

**Bold** indicates where data is needed or dropdown box

**Bold Italic** indicates links

### Step 2 - Approve Travel Authorization (Supervisor)

1. Once you receive an email notification from OAKS, go to OAKS home page at MyOhio.gov
2. Enter: Enter your OH|ID Workforce User ID & Password, Sign In
3. At Financials click: Launch Application
4. Click: Worklist
5. Click: On the blue link number
6. Review: Travel Authorization Summary
7. Based on your decision click in:
   - Approve Request, to approve the request
   - Deny Request, will not approve the Travel Authorization Request
   - Send Back for Revision, if you want the traveler to make changes before approval
8. Click: OK

### Step 3 - Create Expense Report (Traveler)

1. Go to: MyOhio.gov
2. Enter: Enter your OH|ID Workforce User ID & Password, Sign In
3. Click: MyTravel > Expense Report > Create
4. Click: Add on Expense Report tab
5. Click Select for a specific trip, the Create Expense Report page appears.
6. Select the Business Purpose
7. Enter a brief Report Description
8. Enter a Default Location
9. Modify the Expenses to reflect actual expenses paid
10. Add/modify the Description field
11. Select appropriate Payment Type from the dropdown menu
12. Click the Attachments icon (paperclip) to add documents
   - Click Add Attachment > Click Choose File > Select file from desktop, click Open > Click Upload > Enter short Description > Click OK
   - Always Attach receipts at header section using the attachment link
13. Add/modify the Amount field
14. Add items by clicking Insert Line icon (plus sign); Click OK
15. Delete items by clicking the Del icon (minus sign); Click OK
16. Submit Expense Report by clicking Summary and Submit > Check box > Submit Expense Report

### Step 4 - Expense Report Processed (OSS)

- Once Travel documentation is received, OSS will pre-audit the Expense Report
- OSS will send travelers an email notification when the Expense Report status changes
- To check an Expense Report Status:
  1. Go to: OAKS home page at MyOhio.gov
  2. Enter: Enter your OH|ID Workforce User ID & Password, then Sign In
  3. Click: MyTravel > Expense Report > View
     - Status possible: Approved, Denied, On Hold, Pending or Submitted

### Step 5 - Disburse Funds (EFT)

- Travelers will receive an email notification when an Expense Report passes OSS pre-audit
- Reimbursements are direct deposited into the travelers bank account within 7-10 business days after the approval email notification is sent.