

10-04-09 Posting Date
Revision in Travel Reimbursement Rates

Effective October 1, 2009, all State of Ohio travel occurring on or after that date will be reimbursed using Federal CONUS (Continental United States) rates established by the Federal Government. CONUS rates will dictate by city the maximum reimbursement a traveler will receive for lodging, meals and incidentals. Effective rates will be revised on an annual basis. The new CONUS rates are limited to lodging, meals and incidentals. Vehicle mileage allowances are established separately by the State of Ohio Office of Budget and Management (OBM).

Reimbursement for lodging (excluding taxes) will be provided on an actual cost basis up to the maximum rates. Documentation of actual expenditures for lodging will continue to be required in accordance with current procedures. For meals, the per diem rates may be used for reimbursement with verification of travel status – refer to the CONUS rules concerning partial days.

The CONUS rates and instructions can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2010&contentType=GSA_BASIC&contentId=17943&queryState=Ohio&noc=T

The mileage reimbursement for consultants is updated periodically and is currently set at:

\$0.45 / mile