



OHIO DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE • 1980 WEST BROAD STREET • COLUMBUS, OH 43223
JOHN R. KASICH, GOVERNOR • JERRY WRAY, DIRECTOR

October 1, 2015

The Ohio Department of Transportation has authorized contractors who are on official travel status on behalf of the agency to request you to bill them at the government CONUS rate for their lodging costs. The holder of this letter is authorized to follow the OBM travel rule in requesting a government rate for their lodging following the guidelines outlined below:

- The State's Maximum Lodging Rate is the GSA - CONUS room rate plus local tax for your geographical area as of October 1, 2015.
Ohio Revised Code per section 126-01-2
- All incidentals will be paid by the (traveler) state agent upon check out

If you need more information or have any questions, call Alana Haberman at 614-644-7496.

Thank you,

A handwritten signature in black ink, appearing to read "Alana Haberman".

Alana Haberman
Ohio Department of Transportation
Division of Finance
Manager, Accounts Payable