

## 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](http://OBM.ohio.gov/TravelRule)

To view all Travel and Expense Procedures, visit the OAKS FIN Manual [Fin.Help4U.obm.ohio.gov](http://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](http://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](mailto:OhioSharedServices@ohio.gov)

**Web** [www.OhioSharedServices.ohio.gov](http://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.OBM.ohio.gov/TravelRule](http://www.OBM.ohio.gov/TravelRule)

Rev. 09/08/15

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](http://MyOhio.gov) website
2. Enter: **State of Ohio 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**, Click *Advanced Search* Link, 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. At **Expense Type**, click the *down arrow* for Expense Type, then Enter: *Amount*
10. Click detail link and complete additional info.
11. For **Description** type: **Reason for Expense**
12. To **Add Another Expense**, click the *down arrow* for **Expense Type** under "Add Another Expense" select expense, and then click: *Add*
13. Click: *Copy Current Expense* for the identical Expense Type
14. When finished click: *Submit*
15. Click: *Submit For Approval*
16. Click: *OK*
- 17.

**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](http://MyOhio.gov)
2. Enter: **State of Ohio 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](http://MyOhio.gov)
2. Enter: **State of Ohio User ID & Password, Sign In**
3. Click: *MyTravel > Expense Report > Create*
4. Click: *Add* on Expense Report tab
5. Click *Select* if a travel authorization was done. If not, click *TA not Required*, the **Create Expense Report** page appears.
6. Select the **Business Purpose**
7. Enter a brief **Report Description**
8. Enter a **Default Location**
9. 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*

10. Enter / Modify the **Expenses** to reflect actual expenses paid
11. Add/modify the **Description** field
12. Select appropriate **Payment Type** from the dropdown menu
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 e-mail notification when the Expense Report status changes
- To check an Expense Report Status:
  1. Go to: OAKS home page at [MyOhio.gov](http://MyOhio.gov)
  2. Enter: **State of Ohio 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 e-mail 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 e-mail notification is sent.