

### Direct Bill Lodging Program

Through the Direct Bill Lodging Program, a list has been compiled of hotels within Ohio that have agreed to bill ODOT for lodging expenses. This service allows travel bills to be sent directly to the ODOT office, with less out of pocket expense for you, the traveler.

To view the list of eligible hotels: from the **Office of Accounting** website, select the **Travel** icon, then scroll down and select the **Direct Bill Lodging List**.

To add a hotel to the direct bill program, contact the Travel/Conference Procurement Area.

For more information, contact Carol Evans @ 614-644-6270 or Sylvia Madison @ 614-752-6695.



Ohio Department of Transportation  
Office of Accounting  
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### Travel Services Offered by: The Office of Accounting

- Airline Credit Card Service
- Direct Bill Lodging Program
- PNC Travel Card Program -  
(Visa Credit Card for individuals)

Website address:  
<http://intranet.dot.state.oh.us/finance/Accounting/contents.htm>

## OFFICE OF ACCOUNTING TRAVEL GUIDELINES FOR JULY 1, 2007 thru JUNE 30, 2008

Future Travel Solutions Now



Follow these guidelines when completing your *Travel Expense Form*:

- Always keep your expenses separate from other travelers. Indicate in the "Miscellaneous" column if telephone calls and fares are business related (on the line for the expense).
- Personal phone calls are not reimbursable.
- Indicate the month/day of travel, travel destination to/from, and the arrival and departure time am/pm to determine your total reimbursement for the day.
- When traveling in-state, you **must** stay overnight in order to receive a meal reimbursement. Meals cannot be claimed if they are provided at the conference. A conference program or agenda must be submitted with your travel expense report.

**Meals:**

In-state maximum reimbursement per day:  
 • **\$30.00** if no receipts  
 • **\$30.01 to \$40.00** with receipts

In-state meals are pro-rated as follows:

Traveling Hours	Without Receipts	With Receipts
12:01 a.m. - 8:00 a.m.	\$7.00	\$9.00
8:01 a.m. - 6:00 p.m.	\$8.00	\$12.00
6:01 p.m. - midnight	\$15.00	\$19.00

Out-of-state maximum reimbursement per day:  
 • **\$30.00** if no receipts  
 • **\$60.00** with receipts

Out-of-state meals are pro-rated as follows:

Traveling Hours	Without Receipts	With Receipts
12:01 a.m. - 8:00 a.m.	\$7.00	\$12.00
8:01 a.m. - 6:00 p.m.	\$8.00	\$18.00
6:01 p.m. - midnight	\$15.00	\$30.00

**Gravity Reimbursements:**

- Meals - Up to 15% of the meal reimbursement rate.
- Porter, housekeeping, and taxi services - Up to \$10/day for the day of departure or return (overnight travel only).

**Lodging:**

- Lodging that is direct billed to ODOT must be indicated on the expense report by entering "DB" in the lodging column.
- The maximum reimbursement for in-state lodging is \$80.00 plus taxes. Out-of-state reimbursement is at actual cost.
- Hotel folio receipts are required for all lodging reimbursement.

**Mileage Reimbursements:**

- Privately owned car - \$0.40 per mile
- Privately owned motorcycle - \$0.13 per mile

**Miscellaneous:**

- Receipts are required for parking, taxi, and miscellaneous expenses that exceed \$1.00.
- No receipts are needed for road tolls, subway fare, limousine service, municipal bus fare, or ferry fees, regardless of the dollar amount.
- The expense report must be signed in the traveler's signature column in ink and all receipts must be attached, as needed. **Do not use pencil.**

**Airline Credit Card Service:**

- To reserve an airline ticket call 614-451-4882.
- Air services are billed to the ODOT office, with no out of pocket expense for the traveler.
- An *Out of State Travel Request Form* must be completed and approved by the Director.

For more information, contact:

Carol Evans @ 614-644-6270 or Sylvia Madison @ 614-752-6695.

**PNC Travel Card Program – Visa:**

The PNC Individual Liability Card is available to state agency travelers with no annual fee. The State's Travel Card Program allows participants to charge all state travel expenses on a single card. For more information, contact Sylvia Madison @ 614-752-6695.