

**Travel**

Mileage rates may not exceed the quarterly rates set by the Ohio Office of Budget Management :

<https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/obm-shared-services/travel-and-expense-reimbursements>

Lodging and meal per diem rates may not exceed federal fiscal year rates set by the Government Services Administration

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

✓ If this page is not applicable, check this box and click **SAVE**.

A. Auto	No. Miles	Per Mile	Total
			\$0
			\$0

  

B. Commercial	Destination	Fare	Total
			\$0
			\$0

  

C. Per Diem: (Meal & Lodging Only)	No. of days	Rate	Total
			\$0
			\$0

  

D. Other: (Specify)	No. Items	Rate	Total
			\$0
			\$0
<b>Travel Total:</b>			<b>\$0</b>

Provide justification for travel (Costs must relate to the project staff & objectives).