

**DATE:** June 22, 2004

**TO:** Clean Ohio Revitalization Fund (CORF) and Clean Ohio Assistance Fund (COAF) Grantees

**FROM:** John Magill, Director, Office of Urban Development

**RE:** Eligible Expenses

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The Ohio Department of Development (ODOD) Audit office informed the Office of Urban Development (OUD) that all travel expenses that are charged to grants originating from State of Ohio funds, including CORF and COAF, must adhere to the current state travel rules. An Adobe pdf version of the travel rules can be found at [http://www.obm.ohio.gov/Information/Manuals/obm\\_travel.pdf](http://www.obm.ohio.gov/Information/Manuals/obm_travel.pdf). Any changes in the travel rates will be forwarded to you as soon as they are available.

This is most likely to affect the travel expenses charged to CORF and COAF grants by the environmental consultants. The bids for construction typically do not have separate travel costs included. Travel can be reimbursed based on the state rates with appropriate receipts. Any amount over the State rate may be applied to cost match where appropriate. Environmental consultants do not need to apply this to their subcontractors.

This policy is effective immediately and will be applied to all current and future invoices.

If you have any questions about the travel rules or this policy, please contact Sharon Roney at (614) 466-1916 or via e-mail at [sronney@odod.state.oh.us](mailto:sronney@odod.state.oh.us).