



- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
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GRANTS INFORMATION BULLETIN # 11

TO: FY07 LETPP Sub-grantees of Ohio EMA

FROM: Ohio Emergency Management Agency, State Administering Agency

RE: TLO Travel Reimbursement

DATE: September 3, 2008

Regional FY07 LETPP sub-grantees may reimburse travelers who will be attending the TLO program the week of September 15, 2008 in one of the following ways:

- 1) Travelers will follow the local travel policy of the sub-grantee (lead county) within their region. The lead county will reimburse travelers per their local travel policy. After completion of the TLO program, the lead county will submit for reimbursement to Ohio EMA through the standard request for cash process, submitting proof of payment to all TLO's.
- 2) All travelers will keep receipts and submit those receipts to the lead county within their region. The lead county will reimburse travelers for actual costs. After completion of the TLO program, the lead county will submit for reimbursement to Ohio EMA through the standard request for cash process, submitting proof of payment to all TLO's.

No matter which process is utilized, no traveler may exceed federal per diem rates. These rates can be found at www.gsa.gov.

Lead counties must ensure all TLO's have been accounted for on the pre-approval travel form and it has been submitted to your respective grants coordinator.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."