



**To:** Non-State Employees Who Travel On State Business and Incur Travel Expenses  
**From:** OBM State Accounting  
**Date:** 06-Nov-15  
**Re:** Travel Reimbursement Invoice for Non-State Employees

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### **Travel Reimbursement Invoice for Non-State Employees**

If you are a non-state employee traveling on state business and that the travel expenses you have incurred meet the requirements of Rule 126-1-02 of the Administrative Code or applicable collective bargaining contract, and you are seeking reimbursement, you need to complete the Travel Reimbursement Invoice for Non-State Employees (OBM-1115).

The form and a job aid for completing the form are available on the OSS website under Travel and Expense.