

Bob Taft  
Governor



Tom Hayes  
Director

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September 7, 2004

**TO:** Director,  
Public Children Service Agency

**FROM:** Franklin Blair, Bureau Chief  
Bureau of County Finance and Technical Assistance

**SUBJECT: REIMBURSEMENT OF TRAVEL COSTS FOR COUNTY STAFF  
ATTENDING SACWIS REQUIREMENT DEVELOPMENT AND DESIGN  
SESSIONS**

Travel costs associated with county staff participation in SACWIS requirement development and design sessions will be reimbursed 100% by ODJFS with the quarterly CORE reimbursement payment. A PCSA can claim reimbursement for the actual SACWIS related travel costs, such as mileage, lodging, food, parking, and incidentals (e.g., phones calls home), incurred by their staff while attending SACWIS development meetings. Payroll cost for such staff cannot be claimed. To be eligible to be claimed, the PCSA must have already reimbursed the staff person consistent with its own travel policies. A PCSA cannot claim reimbursement for a travel cost that it would have denied reimbursement for under its own general operating policies.

To report allowable costs please use Program Code 470 and Classification 24. This combination will map to Line Code 2-6015 and Funding Source 0000. Travel costs are to be claimed on the JFS 2820.

If you should have questions regarding the allocations, please contact David W. Rust at (614) 387-0002, or your Fiscal Supervisor.

QP/dwr