

Ohio Department of Medicaid

Effective January 28, 2015 Travel Requests are processed through SharePoint. This solution is located on Medicaid Central under the “Tools” heading.

<https://odmweb.odjfs.state.oh.us/TravelRequests/SitePages/Home.aspx>

All Out of State travel requests as well as In State travel requests that include multiple people traveling or that require lodging and other expenses associated with overnight In State travel.

The SharePoint solution has a link that allows you to check the current rates for lodging and meal incidentals from GSA.gov. It also populates and calculates totals associated with your data entry. Once completed, the request moves through the signature process electronically (the green sheet process) for the appropriate signatures. The electronic version will also show you where your request is in the approval process.