

Summary of Key Changes to Statewide Travel Policy Effective 2/1/2022

Section E: Documentation and Receipt Requirements

Added verbiage regarding receipt requirements

- Travelers must submit itemized receipts if they are equal to or above \$25.00
- Expenses over the threshold should not be approved if a required receipt is missing
- Credit card signature copies without detail information are not acceptable
- Receipts are not required for meals per diem

Section One: Air Travel

Added clarifying language regarding type of airfare class that is allowed

- Higher class/grade tickets, such as business class, premium select, business select, first class, and comfort are not reimbursable for domestic flights except for travel to Alaska and Hawaii. Higher grade tickets are allowable for international travel when approved in advance by the respective Agency head or designee.
- It is not permissible to confirm a higher fare for upgrade eligibility or for personal reasons. Upgrades at the State's expense are not permitted. However, upgrades may be purchased after the travel is booked at the Traveler's expense.

Section Two: Ground Transportation and Car Rental

Removed "employee salary" as base decision for ground transportation. Added clarifying language for "new" telework environment. Added verbiage regarding use of rideshare and allowable tips.

- The most cost-effective method of transportation that will accomplish the purpose of the travel should be selected. Agencies should use their own discretion when determining the most cost-effective ground transportation. Among the factors to be considered should be length of travel time, cost of operation of a vehicle, cost, and availability of common carrier services, etc. Common carrier should be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.
- A Traveler's commuting miles are considered personal mileage and, as such, are not reimbursable. Thus, when a Traveler attempts to claim reimbursement for their personal commuting mileage, the total amount of commuting Miles (one-way or round trip) must be deducted when calculating

total mileage reimbursement. Commuting miles is defined as the actual mileage travelled by the Traveler between their Residence and Primary Workstation (See Appendix D for definitions). **Agencies should be sure to communicate which location is the Traveler’s “primary workstation” when teleworking is permitted.** If a Traveler’s travel begins or ends at their Primary Workstation AND they are not attempting to claim their Commuting Miles between Residence and Workstation or vice versa, then Commuting Miles would not be deducted.

- While in travel status, and at the Agency’s discretion, Travelers may be reimbursed for reasonable (as defined by the Agency) ground transportation costs (Personal car mileage, rideshare, shuttle, taxi, etc.) to/from eating establishments when such establishments are not located in the lodging location, are not fiscally prudent, or within safe walking distance of the lodging and/or the business function. The Traveler may not request reimbursement for ground transportation costs for eating establishments distanced from lodging and/or business function based on personal choice. (e.g., Traveling to St. Simon’s Island when lodging/business function is located on Jekyll Island.)
- The State will reimburse tips for shuttle, taxi, or ride share services, up to 20% of total cost. Approvers should review these expenses prior to approving.

Section Three: Lodging

*Adjusted the single day parameters-removed verbiage regarding “both their primary and work site”.
Added clarifying language regarding Airbnb.*

- Travelers on state business are allowed lodging expenses when their destination is located **more than 50 miles** from their Residence AND are away for **more than twelve (12) hours**. Written pre-approval must be obtained from the agency head, or their designee, when lodging is required *within* the 50-mile radius. The approval must be submitted with the Traveler’s receipts and documented mileage when requesting reimbursement.
- Airbnb is not considered a commercial lodging facility and should not be used while in travel status.

Section Four: Meals and Incidentals

Increased “In State” Meal Per Diem Rates

- Travelers traveling within the State of Georgia are eligible for (\$50) daily per diem amounts to cover the cost of three (3) meals per day. There will be one standard per diem rate for all cities in Georgia. Incidentals are not included in the daily per diem rate. Travelers traveling overnight “In State” must deduct 75 percent (75%) of the total per diem rate on the first and last day of travel.

Georgia Meal Per Diem Rates (\$50 Daily)

Breakfast	\$13
Lunch	\$14
Dinner	\$23

Appendix A: Mileage Reimbursement Examples

Added clarifying examples regarding commute miles

- 1) An employee's Residence is in Duluth and Primary Workstation is in Atlanta. The employee's normal commute mileage is 60 miles round trip (RT).
 - a) The employee leaves in the morning from his/her Residence to attend a meeting in Lawrenceville and then returns to his Residence. The total distance travelled is 40 miles RT. The employee's total (business) miles (40) are less than the normal round trip commute miles (60), so there is *no reimbursement* for business mileage.
 - b) The employee leaves in the morning from his/her Residence to attend a meeting 40 miles away and returns to his Residence, afterwards. The total distance travelled is 80 miles RT. The employee's reimbursable business mileage is 20 miles (80 miles traveled less 60 miles normal commute mileage = 20 business miles.)
The *direction* of the meeting or Temporary Workstation from the employee's Residence is not factored into the reimbursement. The normal commute miles must always be subtracted when an employee travels from their Residence to a meeting or Temporary Workstation. If the total miles travelled exceed the employee's round trip commute miles, the miles in excess of his/her normal commute are eligible for reimbursement.
- 2) Employee's normal commute is 30 miles one way. The employee traveled from his/her Residence to Primary Workstation in the morning. That afternoon, employee traveled to a Temporary Workstation which is a distance of 44 miles from the employee's Primary Workstation. The employee then returned to his/her Residence from the Temporary Workstation, which was a distance of 54 miles. The employee's business miles traveled are 68 miles (128 total miles less 60 miles normal RT commute mileage = 68 business miles).
- 3) Employee's normal commute mileage is 15 miles one way. Employee leaves from home on Saturday and drives to his/her Primary Workstation outside of his/her normal work schedule and returns to his/her Residence at the end of the day. The employee's total reimbursable business travel is 30 miles. If travel occurs on a weekend or holiday outside of the normal work schedule, mileage is calculated from the point of departure with no reduction for normal commuting miles.

- 4) Employee's normal commute is 30 miles one way. The employee traveled from his/her Residence in Atlanta to Savannah on Monday. The employee spent three nights in Savannah and returned home on the fourth day, Thursday. On Monday (day one) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Thursday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.
- 5) Employee's normal commute is 30 miles one way. The employee traveled from his/her Residence in Atlanta to Savannah on Sunday. Sunday is not a scheduled workday for the employee. The employee spent three nights in Savannah and returned home on the fourth day, Wednesday. On Sunday (day one) no reduction for normal one-way commute from mileage is required since Sunday was not a scheduled workday. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Wednesday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.
- 6) Employee's normal commute is 30 miles one way. The employee traveled from his/her Residence in Atlanta to Savannah on Monday. Monday was a state holiday. The employee spent three nights in Savannah and returned home on the fourth day, Thursday. On Monday (day one) no reduction for normal one-way commute from mileage is required since it was a holiday. On day two and three mileage is calculated from the point of departure with no reduction for normal commuting miles. On Thursday (day four) the employee deducts 30 miles for normal one-way commute from mileage calculated from the point of departure.

Definitions:

- Added definition for "assigned/fleet vehicle" to the policy
- Added definition for "business miles" to the policy
- Removed definition for "high cost area" from the policy
- Updated definition for "primary work station" from the policy
- Added definition for "residence" to the policy
- Added definition for "route or territory" to the policy
- Removed definition for "state fund source" from the policy
- Added definition for "temporary workstation" to the policy
- Added definition for "telework" to the policy