

## Statewide Travel Policy Summary of Key Changes 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/from 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 one of the decision factors for ground transportation. Added clarifying language for commuting miles. Added verbiage regarding use of ground transportation for personal meals while in travel status. Provided for ground transportation 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. "Commuting miles" is defined as the actual mileage travelled by the Traveler between their Residence and their Primary Workstation (See Appendix D for definitions). **Agencies should declare and communicate the employee's primary workstation location. If the residence is declared by the agency as the employee's primary workstation, then there are no commute miles, and all miles should be reimbursed. If the conventional worksite or a satellite worksite is declared the primary workstation,**

**then the employee's commute miles should be deducted while in travel status.** 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: 1) not located in the lodging location, 2) are not fiscally prudent, or 3) 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 the lodging/business function is located on Jekyll Island.)
- The State will reimburse tips for shuttle, taxi, or ride share services, up to 20% of the total fare cost. Approvers should review these expenses prior to approving.

### **Section Three: Lodging**

*Adjusted the single-day parameters by removing the verbiage regarding "both their primary and work site."  
Added clarifying language regarding vacation rental marketplaces such as Airbnb, HomeAway and Vrbo.*

- Travelers on state business are allowed lodging expenses when their destination is located **more than 50 miles** from their residence AND they 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.
- Lodging rentals obtained through vacation rental marketplaces such as Airbnb, HomeAway and Vrbo are not considered commercial lodging facilities and should not be used while in travel status.

### **Section Four: Meals and Incidentals**

*Increased In State Meal Per Diem rates. Removed Georgia high-cost cities. Adjusted meal per diem rates for first and last days of travel.*

- Travelers traveling within the State of Georgia are eligible for up to \$50.00 of per diem to cover the cost of three (3) meals per day. Incidentals are not included in the daily per diem rate.

**Breakfast = \$13.00    Lunch = \$14.00    Dinner = \$23.00**

- The \$50.00 per diem rate applies to all cities in Georgia.
- Travelers traveling overnight In State must deduct 25% of the total per diem rate on the first and last day of travel. Concur automatically calculates these rates for the Traveler.

## ***Appendix A: Delete Appendix A: Mileage Reimbursement Examples***

*Providing example travel scenarios will be provided in a separate document from the Travel Policy on the SAO website to assist agencies. See website for these examples. Additional examples will be provided as scenarios are proposed by Travelers and employers for clarification.*

### **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 workstation” 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