

VII. TRAVEL REGULATIONS

State of Georgia Statewide Travel Regulations are used by the Candler County Board Of Education as a guide. All statewide travel regulations may not pertain to Candler County Board of Education employees.

Travel expenses will not be reimbursed unless the current employee expense statement is completed and submitted in a timely manner. Travel expense forms should be submitted within 15 days following completion of activity/expense incurred.

The mileage reimbursement is \$.55 per mile---***SUBJECT TO CHANGE.***

The meal reimbursement is \$28.00 per day for three meals. The single meal reimbursement is \$6.00 for breakfast, \$7.00 for lunch, and \$15.00 for dinner.

The travel regulations allow a higher meal reimbursement for high cost areas in Georgia. The meal rate for the high cost areas is \$36.00 per day. The single meal reimbursement will be \$7.00 for breakfast, \$9.00 for lunch, and \$20.00 for dinner. *The high cost areas are limited to Chatham, Cobb, Dekalb, Fulton, Glynn, and Gwinnett Counties.*

Lodging

Responsibilities of Employee

Employees traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. To accomplish this, employees should:

- Make reservations in advance, whenever practical,
- Utilize minimum rate accommodations,
- Avoid the “deluxe” hotels and motels, and
- Obtain corporate/government rates, whenever possible.

Employees who stay at a hotel/motel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting.

If an employee has trouble with motels or hotels honoring the exemption from the local option hotel/motel tax, employee should contact the travel unit and provide the name of the motel or hotel and the dates(s) of lodging. The information will be forwarded to the Department of Audits.

Please remember that employees spending the night within 50 miles of home or headquarters on a work assignment must have approval of their supervisor and must provide a copy of the approval with their expense statement to the travel unit. The statewide travel regulations provide specific examples of when an employee is authorized to spend the night within 50 miles of home or headquarters.

Determination of Business Miles Traveled

Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. If an employee departs from headquarters, mileage is calculated from headquarters to the destination point. If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, ***with a reduction*** for normal one-way commuting miles. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, ***with a reduction*** for normal one-way commuting miles. Agencies should set internal (written) policies for establishing normal commuting miles/starting point for mileage reimbursement when an employee's regular business function requires the use of a personal motor vehicle for travel from residence to multiple locations in a given day, or when an employee's "headquarters" differ from day to day.

Exceptions:

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with ***no*** reduction for normal commuting miles.
- If an employee does not regularly travel to an office (headquarters) outside of his/her residence (i.e., residence is "headquarters"), the requirement to deduct normal commuting miles does not apply. Note: This exception ***does not apply*** to those operating under the State's telework policy.

Employees may also be reimbursed for business miles traveled as follows:

- Miles traveled to pick up additional passengers
- Miles traveled to obtain meals for which employee is eligible for reimbursement
- Miles traveled to multiple work sites

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Example 1: Employee's normal commute is 15 miles one way. Employee is required to travel to job site 40 miles from headquarters. Employee drives to headquarters, then to remote site, then back to headquarters before returning home. Employee's business miles traveled are 80 miles.

Example 2: Employee's normal commute is 15 miles one way. Employee is required to travel to job site 18 miles from headquarters. Employee drives to headquarters, then to remote site, then home, which is 19 miles from remote site. Employee's business miles traveled are 22 miles, as follows: from headquarters to remote site, 18 miles; from remote site to residence, 19 miles minus 15 miles one-way normal commute.

Example 3: Employee's normal commute is 15 miles one way. Employee leaves from home to attend a conference 200 miles from the employee's residence. At the conclusion of the conference, the employee returns directly home. Employee's business miles traveled are 370 miles (400 actual miles traveled minus 30 round-trip commuting miles).

Example 4: Employee's normal commute is 15 miles one way. Employee leaves from headquarters on Monday for a remote work site 150 miles from headquarters. Employee acquires lodging 5 miles from remote work site. Employee returns to headquarters on Friday. Employee's business miles traveled are 340 miles, as follows: from headquarters to remote site, 150 miles; from remote site to lodging on Monday, 5 miles; from lodging to remote site and back to lodging Tuesday – Thursday, 10 miles each day (30 miles); from lodging to remote site on Friday, 5 miles; from remote site back to headquarters, 150 miles.

Prohibited Mileage Reimbursement

Employees are not entitled to mileage reimbursement for:

- travel between their place of residence and their official headquarters, or

- personal mileage incurred while on travel status.

It is the responsibility of the employee to ensure that his or her expense statement is forwarded to the travel unit in a timely manner, with the appropriate approval signatures and supporting documentation. It is the responsibility of the individuals approving expense statements to ensure that the employee in fact incurred the expenses for which the employee is seeking reimbursement.

The statewide travel regulations are available on the Internet at the following address:

<http://www2.state.ga.us/departments/audit/m&lg/travreg.htm>