



B. J. Walker, Commissioner

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December 22, 2005

MEMORANDUM

TO: DFCS County Directors
Regional Directors
Accounting Staff

FROM: Alan Davis

SUBJECT: Travel Regulations

Based on a memorandum from John Sartain, dated October 13, 2004, and FAQ #7, State Travel Regulations, the way mileage is determined has changed. Because there are no specific policy for calculating mileage for Multi-county workers and in other odd situations, DFCS will make this change effective immediately for all DFCS employees travel.

Employees will be reimbursed for business miles traveled in their personal vehicle.

Mileage is not reimbursed when traveling from home to headquarters. Headquarters is where the employee's desk, computer, phone and/or other equipment necessary to do the job are located.

DFCS employees will claim the mileage that they generally drive to and from work as personal (commute) mileage when they travel to field sites or alternate work locations (trainings, meetings, etc.). These miles are not reimbursed.

When driving to field sites or alternate work locations, employee should write the beginning odometer reading and ending odometer reading for the total miles traveled each day. Then in the column for "personal mileage", employee would enter the normal commute miles and the net miles would be reported as business miles. The net miles will be reimbursed on the travel check. This would include all employees, even multi-county workers. (FAQ #7, State Travel Regulations)

Example: Employee drives from home 40 miles round trip to and from the office. The employee is required to travel to Athens for training. Employee will record the actual mileage from home to the training and then from the training to home, and then on the travel statement, show the commute miles (40 miles) as personal miles. If the employee traveled 100 miles round trip to and from Athens then the employee would claim a total of 60 miles for reimbursement.

Home Based Employees

Employee's headquarters is the employee's home. This is where his/hers desk, computer, phone, etc. are located and the employee works full time from their home. When attending training, making clients

visits, going to home county (county that pays the employee's salary and travel) for supplies/files, and other work related trips, mileage begins at the employee's home.

Employees that are home based part time should follow the standard travel regulations above – employee's point of departure will be either the employee's home or headquarters, whichever is nearer the destination point.

Weekend Travel

During weekends and holidays, employees should use the actual point of departure when calculating mileage. If leaving from home, the mileage starts at home and commute miles are not deducted.