

400. Travel Policies and Regulations Overview

Employees are expected to exercise good stewardship of funds when traveling on official business. Any expenditure disallowed by DFCS is the responsibility of the employee. An employee who knowingly presents a false or fraudulent claim may be subject to penalties under criminal statutes.

A. Purpose

1. The following travel regulations have been developed by the State Accounting Office and the Office of Planning and Budget based on the authority of House Bill 293, passed into law during the 2005 legislative session.
2. This resolution directs state agencies, boards, and commissions to adhere to the following travel regulations unless granted an exception. These travel regulations have been established to:
 - Promote economy and efficiency in state government
 - Treat employees fairly and equitably
 - Outline what constitutes reasonable and necessary travel expenses
 - Provide uniformity among the various departments of State government
 - Utilize Teleconferencing to minimize travel cost whenever possible

B. Travel Status

1. County Department of Family and Children Services employees (those individuals occupying an allocated position) are subject to required travel in the course of their employment. Thus, all employees are considered to be in travel status and are eligible for reimbursement for certain travel-related expenses as defined by law, provided funds have been budgeted appropriately. The travel-related expenses include but are not limited to:
 - Meals associated with overnight lodging and in certain circumstances where there is no overnight lodging
 - Lodging expenses
 - Mileage for use of a personal motor vehicle
 - Transportation expenses
 - Certain miscellaneous expenses associated with travel, such as parking and toll fees
2. Receipts are required except for per diem cost
3. Credit Card Slips and Statements are NOT allowable in lieu of a required receipt.

4. It should be noted that travel reimbursements must be paid by the county department where the employee's position is allocated (where the employee's paycheck comes from) even though the employee's job responsibilities may involve an additional county (ies).

C. Employee/Department Responsibility

1. Travel is a major expense item and strict control of travel funds must be maintained. The restrictions and guidelines apply to all travel funds regardless of their fund source.
2. Travel must be directly related to the activities of the County Department of Family and Children Services and must be limited to the amount considered essential to the Department's operations.
3. Careful attention to the use of group discounts, limitations in the number of employees who attend meetings and other cost-saving measures must be employed to the maximum extent possible, such as carpooling and using the state contract with Enterprise Rental Car.
4. Travel expense statements that include individual rental vehicle expenses must be submitted to accounting no later than 15 calendar days after completion of travel. All other types of expenses must be submitted no later than 60 calendar days after month in which travel occurred.

NOTE: For Individual Rental Vehicle Expense Statements, the Cost Comparison Form, Approved Travel Advance Form, Approved Rental Receipt, and the Fuel Receipts are to be submitted.

- DFCS' employees, regardless of their employment status, i.e. Active, Family Medical Leave, Leave Without Pay or Terminated, will submit travel expenses on the Field Fiscal Services Employee Travel Expense Statement, Form 726. Any Travel Statements submitted in excess of 60 calendar days after the month in which travel occurred, the travel will be taxable income and reported on the employee's W-2 at calendar year end, (refer to SAO and DHS Travel Policy).
- If travel is not settled within 120 days, it will not be reimbursed.
- A justification statement must be attached stating why submission is over 60 days old and the reimbursement must be approved by the regional director or unit director for payment.
- Travel that is 60 days old cannot be reported on the same travel expense statement with travel that is less than 60 days old. If combined, travel expense statement will be returned.

NOTE: Effective **FY2013**, **TRAVEL ADVANCE requests** can be scanned in lieu of mailing original documents for all employees.

5. If travel expenses associated with a travel advance are not submitted via their travel statement within 60 calendar days after the month in which travel occurred, Regional Accounting will recoup the full amount of the advance from the employee's payroll check. **This includes Travel advances, hotels, and Enterprise rentals.**

NOTE: If the travel advance is recouped from the employee's check for failure to submit their travel statement timely, they will not be given the opportunity to submit their travel after the funds have been recouped.

NOTE: Reimbursement will be made timely provided the expense statement is correct, all supporting documentation is attached, and all approval signatures have been obtained. Incorrect travel statements will be returned to the DFCS county office for correction and resubmission.

6. Employees should not assume that all expenses listed and explained on the travel statement will be automatically approved. The expenses will be reviewed to ensure that they are reasonable and accurate.
7. Employees are reminded to keep a copy of their travel statement along with any supporting documentation in the event of non receipt by accounting.

Due to the number of employees that are being virtually supervised (supervisor does not sit at the same location), the following procedures are in effect:

- Employee completes and signs with an original signature their travel statement and emails the statement and all supporting documentation to their supervisor. **It will be the responsibility of the employee to maintain their original travel statement and receipts.**
 - **Supervisor will print the travel statement and ALL supporting documents, approve it and send to their appropriate Regional Accounting Office for processing. Supervisor's signature must be original.**
8. Employees who are combining personal travel with business travel may only do so when the personal portion does not add any cost to the state. Travel arrangements must be made to accommodate the business duties of the employee and not personal preference. Combining business travel with personal travel DOES NOT justify using a private vehicle rather than the most cost advantageous mode of transportation.

NOTE: If more cost advantageous to use a rental vehicle and the employee is combining work and personal business, then it is the employee's responsibility to notify Enterprise that only Work Days are to be charged to the state and that the Personal Days will be paid by the employee.

NOTE: If the employee chooses to use their personal vehicle even though it is more cost advantageous to use the rental when combining business and personal travel, they will be reimbursed for Work Related mileage at the Tier 2 rate.

D. Non-Employee/Department Responsibilities (Board, Interns, Temp Agency Staff)

1. Non-employees will submit travel expenses on the Bill for Services Rendered Form 5357. The Form 5357 must have original signatures. Facsimile, stamped, digital, or electronic signatures are not acceptable. It is strongly suggested that the County Directors advise all non-employees to submit travel expenses each month so that regular operating spending projections will be more accurate.

NOTE: Delivered Services Vendors will continue to use the state mandated Travel Log/Form.

2. Non-IV-E Interns and Temp Agency staff are not eligible to receive a travel advance or hotel checks. This must be paid up front and then reimbursed by the appropriate school or agency.
3. Board members may ask for a hotel check in advance when attending state conferences.
4. Interns participating in an approved internship between an accredited university and the Department of Family and Children Services are not eligible for travel reimbursements.
5. Interns are not allowed to transport clients.
6. DFCS Job Applicants when completing Pre-Orientation requirements are eligible for travel reimbursement. Mileage will be reimbursed for actual miles traveled with no requirement to deduct commute miles or use a rental vehicle.
7. DFCS employees on first day of employment are eligible for travel reimbursement for actual miles traveled with the requirement to deduct commute miles. Use of rental is not required.
8. The Enterprise Rental Car contract does not apply to non-employees.

401. Travel Policies for Division of Family and Children Services Employees

A. Travel Authorization Approvals

1. Within the Division of Family and Children Services (DFCS), the following management personnel have the authority, which may be delegated, for approving travel and related expenses:

NOTE: An employee's immediate supervisor or higher level administrative authorities are the only employees that may be delegated as approvers.

- Regional Managers have responsibility for approving the travel of County Directors and Field Program Specialist, but they may delegate this responsibility as described above.
- County Directors have responsibility for approving the travel of county employees, but they may delegate this responsibility as described above.

NOTE: Each Fiscal Year, the DFCS county office should submit a list of employees who are authorized to approve travel statements (printed name, signed name and position).

- Proposed out-of-state travel must receive prior approval using the Interstate Travel Request Form 5354-Employee and Form 5354-Child (refer to Out-of-State Travel Policy per FFS Website).
- The Form 5354-Employee and Form 5354-Child to transport children to and from another state must be approved by the County Director, and their Regional Director.
- For any travel out-of-state other than transporting children to and from another state, the Form 5354-Employee must be approved by the DFCS Division Director.
- In emergency situations, the director can approve out-of-state travel, but the Interstate Travel Request Forms 5354-Employee and 5354-Child should still be submitted to the applicable approving authorities as soon as possible for approval.

NOTE: For those counties that border another state, traveling across the state lines in order to provide services for a child is not considered travel that will require the Regional Directors or Commissioner's approval. Follow normal travel policy as it relates to using the most cost effective means of transportation.

B. Per Diem Compensation

1. Per Diem compensation of meals (including taxes and tips) is applicable effective October 1, 2006 for state employees.

NOTE: The employee no longer has to report the actual meal expense. The employee only has to fill in the amount of the per diem allowance on their travel form for any meals that the employee is eligible for based on the new travel regulations. The rates are the same as the current maximum rates.

402. Meals Reimbursement

A. Meal Rates (In-state Travel)

1. The maximum allowable daily rate for meals in regular cost areas is \$28.00 and \$36.00 in high cost areas.
2. The determination of a “high cost area” is now based on whether or not the federal per diem rate for meals in a particular area exceeds the federal standard per diem rate for Georgia.
3. Employees will be reimbursed at the higher rate when their official responsibilities are being performed at a location designated as a high cost area (see list below).

NOTE: For trips involving multiple travel destinations or overnight travel, base the per diem rate on where the night was spent.

NOTE: Day travel per diem for meals, if applicable, is where the day ends.

4. High cost counties in Georgia are: Chatham (Savannah), Cobb, Dekalb, Fulton, Glynn (Brunswick) and Richmond.

| Eligible Meals | Regular Per Diem Amount | High-Cost Per Diem Amount |
|----------------|-------------------------|---------------------------|
| Breakfast | \$ 6.00 | \$ 7.00 |
| Lunch | \$ 7.00 | \$ 9.00 |
| Dinner | \$15.00 | \$20.00 |
| TOTAL | \$28.00 | \$36.00 |

5. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three meals per day for all days on travel status **other than the day of departure and the day of return**. Refer to paragraph C, item #3 on Meals during Overnight Travel within Georgia, for examples of how to claim your per diem allowances.

B. Reimbursement for Meals

1. Per Diems cannot be claimed when meals are provided. Only the meals that are not provided can be claimed, and a copy of the conference agenda must be attached to validate.

NOTE: State Accounting Office’s Travel Policy for FY2014 stated that we are not to include the per diem amount of the provided meal on the travel expense statement.

2. If an employee is unable to participate in a conference meal and purchased a meal in lieu of the meal provided at the conference, receipts are required. Justification for the meal purchase must be indicated on the travel statement. This should be a rare circumstance.

C. Meals during Overnight Travel within Georgia

1. Per Diem compensation for meals is to be reported on the Field Fiscal Services Employee Travel Expense Statement, Form 726 by date, location, and amount.
2. An individual taking annual or sick leave while away from headquarters on official business is not entitled to meals for the period of leave.
3. Employees who travel overnight are to be reimbursed at 75% of the total day's per diem rate the day of departure and the day of return.
 - Example 1:
If an employee departs for training on Monday, and returns on Tuesday, they will be reimbursed as follows:
Monday – 75% of full day's per diem based on low or high cost area
Tuesday – 75% of full day's per diem based on low or high cost area

NOTE: If a meal is included as part of a conference fee and is on the day of departure or day of return, you will not include that per diem cost on your travel statement.

- Example 2:
If an employee departs for a conference on Monday, and returns on Tuesday, lunch is included on Monday, and breakfast is included on Tuesday as part of the conference, they will be reimbursed as follows:
Monday – If per diem reimbursement is \$28 a day, and lunch was provided as part of the conference cost, the total allowable reimbursement for that day's per diem is \$15.75 ($\$28 - \$7 \times 75\%$)
Tuesday – If per diem reimbursement is \$28 a day, and breakfast was provided as part of the conference cost, the total allowable reimbursement for that day's per diem is \$16.50 ($\$28 - \$6 \times 75\%$)

D. Meals during Daily Travel

1. Employees may receive the total day's per diem rate when travel does not require overnight stay under the following situation:

NOTE: Day travel per diem for meals, if applicable, is where the day ends.

- Employee's destination must be more than 50 miles, one way, from residence and primary work location **AND** employee must be away from residence or primary work location for more than thirteen (13) hours.
- Employee is acting as official department representative, and the meals are a part of the scheduled, official meeting. The meeting must be with persons outside of the department (non-DHS), and the meeting must continue during the meal. Employees will not receive per diem if the premises of the meeting site are vacated.
- Employees may be reimbursed for a noon meal that is a part of the registration fee that is paid by the employee. This should not be recorded as per diem, but reported under registration fees (627.106, Other Operating).

NOTE: A copy of the agenda must be attached as documentation when meals are a part of the meeting and/or meals are a part of the registration fee.

2. Employee Group Meals Policy – The purpose of this policy is to provide guidance regarding situations in which an employer might purchase meals for a group of employees when such employees may not be on travel status or otherwise eligible for payment of meals and must be approved by the Commissioner. This policy does not allow the purchase of meals for a “lunch meeting,” in which the meal and the meeting are one and the same. (for further information, see DHS Travel Policy, Page 16, Employee Group Meals)

NOTE: P-Cards CANNOT be used to pay for employee group meals.

403. Lodging

A. Lodging Authorization

1. Supervisory personnel must certify the reimbursement request is necessary and proper and require documentation from the traveler to substantiate the overnight lodging.
2. The travel must involve a travel destination located more than 50 miles, one way, from both their residence and primary work location.
3. The travel must involve a travel destination located more than 50 miles, one way, from their home if traveling on Saturday or Sunday.

NOTE: The 50 miles, one way policy, applies to reservations made via the Direct Billing through Education and Training as well as hotel advance check request. The employee receives a confirmation email that states if they are within the 50 mile radius, that they should contact their supervisor to cancel the hotel reservation.

4. Lodging expenses other than for overnight accommodations will not be allowed.

B. Lodging Rates (In-state Travel)

1. Whenever practical, reservations should be made in advance informing the reservation clerk that the reservation is for a state employee.
2. Request commercial, state, or minimum rates and a standard room.
3. “Deluxe” or “Luxury” hotels and motels should be avoided.
4. If an employee chooses to make a reservation for a SUITE, unless the rates are the same, DFCS will only reimburse for the standard room rate. The employee will be responsible for paying the difference.
5. Proper identification and tax exempt forms are required upon check-in.

C. Reimbursement for Lodging

1. Lodging will be reimbursed for reasonable actual costs. An employee should seek the least expensive option available considering proximity to their business destination and safety.

2. Daily lodging expenses must be itemized on the travel expense statement and substantiated by an original receipt, showing a “0.00” balance or an amount due to DFCS (hotel owes state) or due from DFCS (state owes hotel); from the lodging establishment even if a travel advance/hotel check was issued.
3. Effective January 12, 2015, all hotel reservations, required because of attendance in a classroom course offered by the Education and Training Unit, must be made through the course’s registration site. Accounting will no longer process hotel checks for these types of hotel stays. Hotel reservations through the site must be made, at the minimum, three (3) days prior to the starting date of the course.
4. If the reservation window has lapsed in the Registration and Transcript Center, hotel checks can be processed thru Regional Accounting provided the following items are provided: the Travel advance request form, a copy of the last minute notification, and the hotel confirmation. These checks will be mailed to employee’s home (if time permits) or to the hotel using the overnight mailing system.
5. The only acceptable circumstances that the state will allow reimbursement to an employee for “no-show” expenses are inclement weather and job responsibilities. “No-show” expenses for other reasons will be charged to the employee.

D. Lodging within the 50 mile radius

1. Lodging may be reimbursed within the 50 mile radius of the County Department in cases where:
 - Trainee in a training situation is expected to complete activities in the evening such as homework or to take part in other activities which are part of the training curriculum.
 - Persons involved in planning and coordinating agency sponsored events are required to begin work within 9 hours of completing the previous day’s activities.

NOTE: Exceptions to the 50 mile rule must be approved by DFCS Travel Waiver Unit.

E. Shared Lodging

1. When a room is shared with other employees on travel status, employees have a choice of the following reimbursement options:
 - If one employee pays for the room, that employee will put the charges on their travel statement. The paying employee must include the name(s) and the ERS number(s) of the employee(s) with whom room was shared. Any other charges appearing on the bill will be notated with the name(s) of employee(s) who incurred the expense. The non-paying employee(s) will indicate on their travel statement the name(s) of the employee(s) with whom room was shared.
 - If each employee (s) is responsible for his/her share of the room cost, a separate bill must be obtained showing only the prorated cost.
2. If an employee is accompanied by a non-state employee while on travel status, they are entitled to reimbursement at the single room rate only.
3. A paid original receipt with a “0.00” balance must be submitted with the travel statement for reimbursement.

F. Taxes Applied to Lodging Expenses

NOTE: P-Cards **CANNOT** be used to make reservations or pay for any employee related cost.

1. It is the responsibility of the employee to submit the State Sales Tax <http://ffs.dhs.ga.gov/ffs/information/travel/GA%20Tax%20Exempt.pdf> and Local Hotel/Motel Excise Tax http://ffs.dhs.ga.gov/ffs/information/travel/hotel-motel_tax_exemption_form.pdf (AKA: county or municipal excise tax or Occupancy Tax) exemption forms at check-in to the hotel.

NOTE: If the hotel does not accept the tax exempt forms, the employee needs to have the hotel sign the tax exempt forms stating why they would not accept them. These will need to be attached to the travel expense statement in order for the employee to be reimbursed.

NOTE: Exemptions for these taxes (Georgia Hotel are State Sales Tax and Local Hotel/Motel Excise Tax) do not apply when staying at an out-of-state hotel/motel.

1. Any additional excise tax charged on lodging should not be collected from state or county employees traveling on official business.

2. Some hotels include a charge for “resort” or other fees. These are not tax exempt fees, and should be reimbursed as an eligible lodging expense.

G. County and Municipal Excise Taxes

1. Section 48-13-51 of the Official Code of Georgia Annotated exempts Georgia state and local government employees and officials, who are traveling within the state on official business, from paying the local hotel/motel excise tax (AKA: county or municipal excise tax or Occupancy Tax) on lodging.

2. All State, local government officials and employees traveling within the state will be responsible for paying a \$5 Hotel fee that is effective July 1, 2015. This fee is to fund the new HB 170 (GA Transportation Bill). State employees are not exempt from this fee.

NOTE: For hotels that are direct billed, the hotel is including the \$5 hotel fee as part of the nightly rate. Employees do not need to request an advance for this fee.

3. There is an additional charge of \$3 for any stays in Cobb County for the new Braves Stadium.
4. The local hotel/motel excise tax (AKA: county or municipal excise tax or Occupancy Tax) form should be submitted upon check-in even if payments are being made with a personal credit card or cash.
5. If tax exemption forms are submitted, but the hotel/motel refuses to accept the forms at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of their stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax, and this should be listed under unusual expenditures on the Travel Statement.

404. Transportation

A. In-State Transportation Expenses (Intrastate Expense)

1. Travel to points within Georgia required for the accomplishment of official business shall be regarded as in-state travel.

B. Transportation by Personal Vehicle

Employees traveling on DFCS business in any rented vehicle or their personal vehicle are covered by the state's liability policy. For this reason, employees should maintain the GA Liability Card <http://ffs.dhs.ga.gov/ffs/information/travel/StateLiabilityInsuranceCard.pdf> in these vehicles at all times.

The cost of a Rental vehicle cannot be charged to DFCS when an employee's personal vehicle is unavailable for them to perform their duties, i.e. the employee does not own a vehicle, the employee's vehicle is in the shop, has been wrecked, or being used by another family member.

1. The mileage reimbursement rate for business use of personal vehicle (pursuant to Section 50-19-7 of the Official Code of Georgia Annotated) is tied to the rate established by the United States General Services Administration (GSA).

NOTE: The cost comparison tool on the Enterprise Rental Car link needs to be completed to determine the most cost effective means of transportation (refer to Section 404-C Transportation by Rental Vehicle below). The Enterprise Rental Car link is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA

2. Mileage rates will change ONLY upon notification from the State Accounting Office and the Office of Planning and Budgets; new rates should not be applied based solely on GSA or IRS updates.

NOTE: Historical rates for mileage reimbursement are:

- January 1, 2013 to December 31, 2013 was \$0.565
- January 1, 2014 to December 31, 2014 was \$0.56
- January 1, 2015 to December 31, 2015 was \$0.575
- January 1, 2016 is currently \$0.540

3. The current reimbursement rate per mile includes all expenses, such as gasoline, oil, flat tires, towing fees, vehicle insurance, etc., incurred in the operation of a personally owned, rented or leased vehicle. This includes insurance deductibles in the event of an accident while on duty.
4. Reimbursable mileage is the miles incurred for business from the point of departure (home or office) to the travel destination.
5. During the workweek, when departing from your residence without reporting to your primary work location, commute miles must be deducted. When returning home without reporting to your primary work location, commute miles must be deducted.

NOTE: Deduction of commute miles is not applicable when employees are traveling on work related calls after hours, i.e. on-call or after hour's unit. This does not include making visits on the employee's way home that goes beyond their normal work hours.

6. During weekends and holidays, employees should use the actual points of departure and return when calculating mileage.
7. The current reimbursement rates for the business use of a personal motor vehicle are as follows:

| Determination Based upon usage of Cost Comparison Form when applicable; Cost Comparison Form MUST be attached to travel statement | Tier 1 Rate | | | Tier 2 Rate \$0.19 | Exceptions |
|---|-------------|------------|----------|-----------------------|------------|
| | \$0.54 | \$0.51 | \$1.17 | | |
| | Automobile | Motorcycle | Aircraft | | |
| Personal vehicle is most advantageous to State and used | X | X | X | | |
| Government/Agency owned vehicle is available and most advantageous to State but personal vehicle is used | | | | X | |
| Enterprise Rent-a-Car is most advantageous, but personal vehicle is used | | | | X | |

NOTE: If an employee uses an individual rental vehicle for single day travel (75 miles or less), the employee will be reimbursed for the mileage used at the TIER 1 Rate for work related mileage, the cost of the rental vehicle will be subtracted from their payroll check, and they will not be reimbursed for the fuel put in the rental vehicle.

NOTE: Employees who are combining personal travel with business travel may only do so when the personal portion does not add any cost to the state. Travel arrangements must be made to accommodate the business duties of the employee and not personal preference. If it is determined that the use of the rental vehicle is most cost advantageous, but because the employee is tying personal travel into the trip, the employee will be reimbursed at the Tier #2 Rate for work related mileage.

NOTE: If it is more cost advantageous to use a rental vehicle and the employee is combining work and personal business, then it is the employee's responsibility to notify Enterprise that only Work Days are to be charged to the state and that the Personal Days will be paid by the employee.

NOTE: If the employee chooses to use their personal vehicle even though it is more cost advantageous to use the rental, they will be reimbursed for Work Related mileage at the Tier 2 rate.

C. Transportation by Rental Vehicle

NOTE: NOTE: Employees are not allowed to get a gas card from the Enterprise locations. If an employee accepts a gas card, these charges will be taken from their payroll check

Employees traveling on DFCS business in any rented vehicle or their personal vehicle are covered by the state's liability policy. For this reason, employees should maintain the GA Liability Card <http://ffs.dhs.ga.gov/ffs/information/travel/StateLiabilityInsuranceCard.pdf> in these vehicles at all times.

The cost of a Rental vehicle cannot be charged to DFCS when an employee's personal vehicle is unavailable for them to perform their duties, i.e. the employee does not own a vehicle, the employee's vehicle is in the shop, has been wrecked, or being used by another family member.

NOTE: The state liability policy is only in effect while the employee is using the rental vehicle for official state business. For this reason, personal use of the vehicle including allowing friends or family members to ride in a state rental vehicle is prohibited.

NOTE: In the event of an accident, Risk Management should be contacted at 1-877-656-7475 and contact your local Enterprise Rental Location.

Damages to Enterprise Vehicles - Enterprise needs a police report when damage happens to the vehicle to include what caused the damage, the date and time the damage was identified. The vehicle custodian should check the vehicle when it is returned daily so that we can quickly identify and notify Enterprise of any damages done to their vehicles.

The cost comparison form on the Enterprise Rental Car link should be completed to determine the most cost effective means of transportation.

How to complete the Cost Comparison Form:

- Select ENTERPRISE (in-state) only (**do not choose HERTZ**) - we still do not have our account numbers established with HERTZ for billing purposes

- Enter the Number of Business Miles based on a computer generated map program (include 30 miles per day for going to and from your training/conference, meals, etc. as part of your business miles)
- Enter the Number of Commute Miles (please include the number of miles that you will have to drive to pick up and return the rental vehicle as this is an extra cost to DFCS)
- Enter Number of days you plan to rent (remember that if you have to pick up the vehicle on a Friday or Saturday, due to the time you must leave for training on the following Monday, you should include these days in your calculations)
- Access to a vehicle provided by DFCS, always answer NO
- Select Vehicle Size, you must ALWAYS select COMPACT, this does not mean that is what you will rent, but for the comparison it is MANDATORY
- **At this point, print your cost comparison, and do not choose Reserve Enterprise Car or Reserve HERTZ Car.**
- **Return to the previous screen and choose the region/unit that you are paid from to make your reservation**

Hit Control + Click on your mouse to access the attached hyperlink of the Enterprise Cost Comparison Sample <http://ffs.dhs.ga.gov/ffs/information/travel/CostComparisonSample.pdf>

It is MANDATORY that the cost comparison form be completed BEFORE renting a vehicle.

It is MANDATORY that the cost comparison form be completed for EACH day that travel is more than 75 business related miles. If multiple days have the same number of miles, one cost comparison form can be done with the dates traveled written on the cost comparison.

0 to 75 miles: If traveling 75 business miles or less per day, the employee's personal vehicle MUST be used. If the Monthly Agency Rental Vehicle is available, the vehicle can and should be used.

76 to 125 miles: If traveling 76 to 125 business miles per day, the employee must complete the Cost Comparison Form, but can use either the Monthly Agency Rental Vehicle, obtain an Individual Rental Vehicle or use their personal vehicle. If using personal vehicle, reimbursement will be at the Tier 1 rate.

Over 125 miles: If traveling more than 125 business miles per day, the employee MUST use the Monthly Agency Rental Vehicle, or obtain an Individual Rental Vehicle. If neither the Monthly Agency Vehicle nor an Individual Rental Vehicle is available, a memo from the Vehicle Custodian and Enterprise location must be provided with your travel statement in order to be reimbursed at the Tier 1 rate.

For all multiple day travel: If traveling for multiple days in a row to attend trainings, meetings, or conferences, the employee must combine the miles when completing the Cost Comparison Form to determine the most cost effective means of transportation. If the Cost Comparison states it is most cost effective to rent a vehicle, and the employee still chooses to drive their own vehicle, they will be reimbursed at the TIER 2 Rate for work related mileage.

NOTE: 30 miles per day are allowed as business miles for traveling to the meeting location and to eat while in overnight status

NOTE: Time spent arranging and picking up a rental vehicle is not a prevailing factor when determining the most cost effective means of transportation. Given a 24 hour notice, Enterprise will deliver and/or pick up the rental vehicle.

NOTE: When renting an Enterprise Rental Car, the employee should remember to adhere to the following:

- All reservations must be done through the **Enterprise Online Reservation Site**
 - Approved vehicle rental sizes are: Compact, Intermediate or Full Size bearing in mind that cost comparison **MUST be completed using the Compact selection.**
 - Gas refueling, it is the employee's responsibility to refuel the vehicle to the level it was received
 - Liability coverage should be declined
 - Loss Damage should be declined
 - Collision Damage should be declined
 - Roadside assistance is included in the contract with Enterprise.
1. Monthly Enterprise Rental Cars now have an individual gas card included with each vehicle. Particular scrutiny should be given to this option as it may be your most cost advantageous method of transportation. Additional onsite vehicles sites for your agency must be authorized prior to obtaining. Contact your regional accounting office for assistance.
 2. The cost comparison form **MUST be completed based on a compact vehicle** and be attached to the Travel Statement when submitted for reimbursement. **If the cost comparison form is not attached, the travel statement will be returned for corrections.** The website to access the DOAS Car Rental Cost Comparison is: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=DFCSSTGA.
 3. Enterprise Rent-a-Car is the primary contractor for in-state and out-of-state travel. The account number when using Enterprise out of state is **#5004625**.

4. Hertz is the primary contractor for Capital Hill and airport locations. However, at this time, we still do not have our account numbers established with HERTZ for billing purposes, so you will need to use ENTERPRISE or you will have to pay for the HERTZ rental and be reimbursed.

ACCOUNTING NOTE: Effective FY2011, Chart of Account Number 127.159 is to be used for posting Rental Vehicle cost.

D. MONTHLY RENTAL (agency monthly vehicles)

Employees traveling on DFCS business in any rented vehicle or their personal vehicle are covered by the state's liability policy. For this reason, employees should maintain the GA Liability Card <http://ffs.dhs.ga.gov/ffs/information/travel/StateLiabilityInsuranceCard.pdf> in these vehicles at all times.

The cost of a Rental vehicle cannot be charged to DFCS when an employee's personal vehicle is unavailable for them to perform their duties, i.e. the employee does not own a vehicle, the employee's vehicle is in the shop, has been wrecked, or being used by another family member.

DFCS does not have accounts established with HERTZ. If an employee chooses to rent from them, it is their responsibility to pay the invoice and submit on their travel statement for reimbursement.

The Agency Monthly Rental Contract form must be completed and submitted to request an initial or additional monthly vehicles and gas cards for your agency. This request will be submitted to the DFCS Travel Waiver Unit in order for them to determine cost effectiveness and approve/deny. The approved Agency Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance.

Request for rental vehicles larger than a Full Size vehicle must be approved by Director of Field Operations.

When utilizing Enterprise rental vehicles as an agency "motor pool", rental of such vehicles will be made by the employing agency, rather than the individual employee (refer to AGENCY MONTHLY RENTAL VEHICLE CONTRACT on the FFS Website). Due to the availability of the Enterprise Gas Cards for the monthly rentals, there should be no need for an employee to purchase gas out of their pocket.

NOTE: In the event that the agency does not have a Gas Card, employees will be reimbursed on their Travel Statement for purchasing gas for the vehicle, receipts must be attached.

One PO should be completed yearly for each county's monthly rental vehicles. A separate detail line is to be added for each vehicle. Each detail page should state in the Description - Monthly Rental Vehicle for FY20XX Type of Vehicle, but no amount.

NOTE: Regional Accounting will be responsible for cost sharing the expenditure for the vehicles at the end of the month, and then process payments through the Purchase Order Module. Monthly Rental Vehicle Logs with the gas receipts attached MUST be received in the Regional accounting offices by the fifth working day of the month to allow for processing.

One PO should be completed yearly for each county's monthly gas cards. A separate detail line is to be added for each card. Each detail page should state in the Description - Monthly Rental Gas Card for FY20XX Type of Vehicle, but no amount.

NOTE: Regional Accounting will be responsible for cost sharing the expenditure for the gas cards at the end of the month, and then process payments through the Purchase Order Module. Monthly Rental Vehicle Logs with the gas receipts attached MUST be received in the Regional accounting office by the fifth working day of the month to allow for processing.

ACCOUNTING NOTE: Monthly Rental Vehicle or Gas Card expense is not to be posted per employee to the Travel Module.

E. INDIVIDUAL RENTAL (daily and/or monthly, if approved by the DFCS Travel Waiver Unit)

Employees traveling on DFCS business in any rented vehicle or their personal vehicle are covered by the state's liability policy. For this reason, employees should maintain the GA Liability Card <http://ffs.dhs.ga.gov/ffs/information/travel/StateLiabilityInsuranceCard.pdf> in these vehicles at all times.

The cost of a Rental vehicle cannot be charged to DFCS when an employee's personal vehicle is unavailable for them to perform their duties, i.e. the employee does not own a vehicle, the employee's vehicle is in the shop, has been wrecked, or being used by another family member.

NOTE: DFCS does not have accounts established with HERTZ. If an employee chooses to rent from them, it is their responsibility to pay the invoice and submit on their travel statement for reimbursement.

Request for rental vehicles larger than a Full Size vehicle must be approved by Director of Field Operations.

The Individual Monthly Rental Contract form must be completed and submitted to request a vehicle for an employee in your agency. This request will be submitted to the DFCS Travel Waiver Unit in order for them to determine cost effectiveness and approve/deny. The approved Individual Monthly Rental Contract form will be emailed from DFCS Travel Waiver Unit to submit to Enterprise before they will allow you to pick up a monthly rental. Contact your regional accounting office for assistance.

When an employee is renting a vehicle whether it is direct billed or charged to their credit card, each rental vehicle and gas charge must be associated with that employee on an itemized Travel Statement. For Individual Monthly Rentals, employees cannot use the monthly vehicle logs.

When multiple employees share a rental vehicle, the costs will be assigned to a single individual. When picking up the rental vehicle, please notify Enterprise that there will be multiple drivers. This ensures liability coverage for all drivers.

NOTE: Refueling of the individual rental vehicles is the employee's responsibility. DO NOT allow Enterprise to fill the vehicle for you. Even though you may pick up the vehicle on empty or with a half tank of gas, when they refill it for you, they fill it up and charge the state.

ACCOUNTING NOTE: On individual rentals, when the employee submits their Travel Statement for reimbursement, regional accounting will charge the appropriate program for the rental vehicle by crediting the Accounts Receivable Travel Advance Account (127.159) and debiting the Travel (640.XXX) Expenditure Account in the Travel Module.

NOTE: Effective January 2014, we will no longer issue a PO for Individual Rentals.

F. PROHIBITED MILEAGE REIMBURSEMENTS

1. Travel between an employee's place of residence and primary work location (**Exception: Mandatory requirement to work over the weekend (on-call) or a holiday when not part of normal work hours AND employee is not receiving paid overtime compensation for the additional time worked.**)
2. Mileage incurred to drop off or pick up travel statements or travel checks from regional accounting is not reimbursable. Exceptions to this rule will be made on a case by case basis by DFCS Travel Waiver Unit.
3. Personal mileage incurred while on travel status.

G. PARKING AND TOLL FEES

1. Actual cost for parking (within reason), bridge tolls, and road tolls are reimbursable when on official state business.

2. Costs are reimbursable for travel in both state-owned and personal vehicles.

H. DOCUMENTATION REQUIRED FOR MILEAGE, PARKING AND TOLL REIMBURSEMENT

1. Odometer readings must be recorded on the travel expense statement for which reimbursement will be made.
2. Personal mileage should be excluded to determine the actual official business use miles.
3. Mileage should be based on the most direct route from point of departure to destination. Any deviations from the most direct route should be explained on the expense statement and be approved by the regional director.
4. Parking and toll expenses should also be recorded on the travel expense statement. Receipts are required when obtainable.

I. TRANSPORTATION BY COMMON CARRIER

1. Reimbursement for air, rail, or bus fare is limited to actual coach fare; substantiated by receipt, ticket stub, or other documented evidence of costs, attached to the employee travel expense statement (refer to the Out-Of-State Travel guidelines on FFS Website).
2. Employees who require air travel should obtain the lowest available airfare to the specified destination by comparing rates as follows:
 - Utilize the Internet (cheaptickets.com, orbitz.com, Travelocity.com)
 - Contact carriers directly (southwest.com, delta.com, airtrans.com, etc)
 - Contact Travel Incorporated, Account # is 127XX00YYY (XX is 2 digit region, and YYY is the county number) and provide your employee id number

The phone numbers for Travel, Inc. are:

| | |
|--------------|----------------|
| Reservations | (770) 291-4200 |
| Toll Free | 1-800 241-0944 |
| FAX | (770) 291-5175 |

NOTE: All Travel, Inc. itineraries and invoices for DFCS employees and clients are emailed to Regional Accounting daily by Fiscal Services. Regional Accounting maintains these documents and attaches to the GIA Remittance Advise when deduction is taken.

3. This process should not slow down the DFCS County office from getting rapid service. The use of electronic tickets will be used and cost is charged to an account established by the State Office Travel Unit.
4. The DFCS County offices will be billed by the State Travel Unit (**thru reduction of GIA remittance**) for the amount of the tickets. If the expenditure cannot be posted to the correct Travel Program or Direct Benefit Program before month-end, it should be posted to the Travel Advance Account – 127.149.
5. Employees will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare that exceeds the cost of the lowest, available fare on the same flight unless:
 - Space is not otherwise available;
 - A licensed medical practitioner certifies that because of a person’s mental or physical condition, specific air travel arrangements are required; or
 - The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons

J. TRANSPORTATION BY RAILROAD

1. Employees may be reimbursed for the actual cost of rail transportation provided the appropriate personnel authorized the travel expense in advance.
2. Employees traveling by rail are encouraged to obtain the lowest possible fare.
3. There is not a statewide contract for transportation by rail.

K. TRANSPORTATION BY MASS TRANSPORTATION, TAXI OR AIRPORT VANS

1. Employees officially on travel status may be reimbursed for necessary costs of transportation by bus, taxi, or airport vans for the following situations:
 - Between the individual’s departure point and the common carrier’s departure point
 - Between the common carrier’s arrival point and the individual’s lodging or meeting place
 - Between the lodging and meeting places if at different locations
2. It is expected that airport vans will be utilized when available and practical, and when they are the lowest cost alternative
3. Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. However, a point-to-point explanation is required for each item reimbursed.

405. Out of State Travel (Interstate Travel)

A. Out of State Transportation Expenses

1. Employees are considered traveling outside Georgia when their official responsibilities must be performed at an out-of-state location. Employees who are working in Georgia but spending the night in lodging in another state are not traveling outside Georgia.
2. Proposed out-of-state travel must receive prior approval using the Interstate Travel Request Form 5354-Employee and Form 5354-Child (refer to Out-of-State Travel Policy per FFS Website).
3. The Form 5354-Employee and Form 5354-Child to transport children to and from another state must be approved by the County Director, and their Regional Director.
4. For any travel out-of-state other than transporting children to and from another state, the Form 5354-Employee must be approved by the DFCS Division Director.
5. In emergency situations, the director can approve out-of-state travel, but the Interstate Travel Request Forms 5354-Employee and 5354-Child should still be submitted to the applicable approving authorities as soon as possible for approval.

NOTE: For those counties that border another state, traveling across the state lines in order to provide services for a child is not considered travel that will require the Regional Directors or DFCS Division Director's approval. Follow normal travel policy as it relates to using the most cost effective means of transportation.

B. Meal rate (Out-of-State Travel)

1. Employees should make every effort to stay within the prescribed meal limits.
2. If employees experience some high cost areas which cause the employee to exceed the authorized meal limits, reference should be made to the federal per diem rates in order to determine appropriate meal limits. Please remember that the GSA website per diem rates include an incidental charge which is not to be included as part of your per diem allowance.

NOTE: The state does not reimburse for the daily incidental cost.

Per Diem Rates for United States

<http://www.gsa.gov>

Per Diem Rates for Outside United States

<http://aoprals.state.gov>

C. Reimbursement for Lodging

1. Lodging will be reimbursed for reasonable actual costs. An employee should seek the least expensive option available considering proximity to their business destination and safety.
2. Daily lodging expenses must be itemized on the travel expense statement and substantiated by an original receipt, showing a “0.00” balance.

D. Transportation by Common Carrier

1. Out-of-state transportation will normally be by common carrier, and a request for reimbursement must be supported by a ticket stub, receipt, or other documented evidence of expenditure.
2. Limousine or taxi service and portage allowances are the same as the provision for in-state travel.

E. Transportation by Automobile

1. If the use of an automobile for out-of-state travel is economically advantageous, the employee shall be entitled to:
 - Mileage at the allowable state mandated rate for reimbursement for miles traveled in the performance of official duties; and
 - Subsistence in accordance with policy set forth, from time of departure to time of return to county office if during the work week, or their home if on Sunday.

406. Miscellaneous Travel Expenses

Expenditures that should have been processed via the normal Purchasing policy will not be reimbursed if included on the Travel Statement. Exceptions will need to be sent to the Travel Waiver Unit for approval.

A. Baggage Handling Services

1. Employees may be reimbursed for expenses associated with baggage handling services (portage) when an expense is actually incurred in moving luggage into or out of lodging places, common carriers, and/or airports, and when such expense was necessary (i.e., physically challenged).
2. The state will reimburse for a maximum of one (1) piece of checked luggage.
3. Employees should not be reimbursed for such expenses when they choose to use portage as a convenience to them.

B. Land line Phone/Fax Expenses

1. Employees may be reimbursed for expenses incurred for work related telephone and fax messages.
2. Employees must provide a copy of the phone/fax charges to document these claims on the travel expense statement and indicate the location from which each call was made, the person contacted, and justification for the communication.
3. One personal call is allowed to let family know that you have arrived safely.

Exception: If there is a change in travel plans that cause the employee to drastically modify his/her travel schedule, (i.e., employee is required to spend an additional night away from home), one additional personal call is allowable.

C. Cellular Telephone Expenses

1. Employees may also be reimbursed for justified business use of a personal cellular phone.
2. In order to be reimbursed, the phone call must be separately identified and highlighted on the phone bill with a specific charge.
3. Phone calls that fall within a cellular phone program's "free calls" (those included within the monthly basic rate) will not be reimbursed.

Examples:

- Precious submits a cell phone bill totaling \$60. Her basic plan is \$40. She shows \$20 in business calls. She will be reimbursed for \$20.
 - The next month, Precious submits a cell phone bill totaling \$80. She has business calls totaling \$30. She will be reimbursed for \$30.
4. Reimbursement claims on the travel expense statement must be accompanied by a copy of the complete bill with the phone call (s) highlighted and justification for using cellular communication.
 5. The County Director or approving authority makes the decision on whether the use of cellular communication was justified through his/her signature on the expense statement.

D. Internet Usage Charges

1. Employees may be reimbursed for work-related internet usage charges, if they have been approved as a Tele-Work employee and have prior approval from the DHS Chief Financial Officer. A copy of the completed Tele-Work agreement must be on file with the Regional Accounting Travel Processing Unit.
2. These charges should not be listed on the travel statement as “lodging”, but included in the “explanation of unusual amounts” section of the travel expense form. The expenditures should be charged to 673.106.

E. Registration Fees

1. Registration fees required for participation in workshops, seminars, or conferences that an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or a copy of the check showing payment.
2. Any part of a registration fee applicable to meals will be reported as a meal expense, and not as a registration fee, if the costs can be separately identified.

Example:

An employee attends a conference with a registration fee which includes items for breaks, lunch on the first day, and dinner on the second day. It is not permissible for the employee to be reimbursed for the planned meal at lunch or dinner.

F. Stationery/Supplies/Postage Expenses

1. Reimbursement for stationery, supplies, stenographic, or duplicating services may be reimbursed, provided the expense is directly associated with a work related project and the cost is reasonable.
2. The use of reimbursing an employee for these types of expenditures should be for emergency purposes and should never supersede normal purchasing policy.
3. Work related postage expenses may also be reimbursed.
4. Reimbursement for these expenses must be documented on the travel expense statement and the purpose for the expenses explained.
5. Receipts must be attached to the expense statement.

G. Client Expenses

1. While in travel status, an employee may be reimbursed for expenses incurred in providing meals, lodging and other reimbursable expense (s) for clients.
 - The cost associated with an employee having to stay overnight with a foster child due to the inability to find a placement will be paid from state funds (UAS 522)
 - Other reimbursable expenditures such as a foster child's meals, clothing, medical, etc incurred while the child is with an employee are paid from County funds
2. The employee's travel expense statement is to be used to record these expenses, an employee should not ask for reimbursement for these expenses out of petty cash
3. Report these costs in section F of the travel expense statement. Receipts must be attached, listing each child's full name, date of birth, child's legal county of residence, individual amount spent for each child, and the caseworker and approving authority must sign the receipts.

NOTE: All of these expenditures, regardless of fund source, must be posted to the Child Welfare module on the SMILE system so that all related expenditures can be captured and reported on COSTAR.

H. Unallowable Expenses (not all inclusive)

- Alcoholic beverages
- Bank Charges for ATM Withdrawals
- Court Fees and other fines
- Entertainment
- Laundry
- Liability Insurance deductibles
- Parking Tickets
- Vehicle Maintenance, including vehicle washes
- Theater
- Tipping for hotel concierge or maid services
- Traffic citations
- Valet services for parking, when self-parking available
- VISA/Passport Fees

NOTE: If an employee is in an accident while on state business, whether driving their personal vehicle or a rental vehicle, the state provides full liability coverage and personal immunity for the employee for damages and injuries the employee may cause to others and their property. It does not provide coverage for damages to the employee's vehicle.

407. Travel Advances

A. Employee and Agency Accountability of Funds Advanced

Effective 11/1/2015, Travel Advance forms must be TYPED, so that the form self-calculates. Hand written documents will not be accepted.

Effective April 1, 2013, employees who earn \$50,000.00 or more are NOT eligible to receive a Travel Advance. They are allowed to receive a Hotel Check.

For all other DFCS employees, we will continue to issue Travel Advances for \$100 or more, excluding Hotel Cost for Trainings/Conferences/etc.

Travel Advance requests are to be submitted to regional accounting As Soon As Possible. Any request not received within 7 working days prior to travel may not be processed timely due to mailing issues. Employees can request that their Travel Advance be returned to the employee's local DFCS office or mailed directly to their home. In the event that a Travel Advance Request is submitted late and advance is needed immediately, accounting will overnight, at county's request, but the cost to overnight will be charged to the county. Approval by the County Director and justification has to be included substantiating the late submission.

An employee's immediate supervisor or a higher level administrative authority is the only employees that may be delegated as approvers.

Note: Travel advances are not authorized for normal day-to-day travel related expenditures.

1. Travel advances are not required by state law or by these regulations, but are left at the discretion of the county director or designee.
2. Travel Advance Authorization Form 727 for advances should be completed and approved prior to the advance of travel funds.
3. Employees are responsible for **ALL** funds advanced to them and shall account for the funds in accordance with the Statewide Travel Regulations. A travel statement must be completed regardless of whether the employee owes the agency or the agency owes the employee. Proper documentation validating all expenditures, including per diem, lodging (plus \$5 hotel fee) and rental vehicle, if applicable, must be submitted on the travel statement.
4. Employees are liable for any advanced funds which are lost, stolen, or not used for requested purposes.
5. It is the responsibility of the employee to ensure that any hotel refunds due from lodging establishments are returned to Regional Accounting.

6. Neither state law nor these regulations relieve the county director or designee from the responsibility of accounting for all funds expended for travel purposes.

Completion of Travel Advance

- Provide the approximate projected cost for meals, lodging, registration, mileage, after the determination is made of whether it is more cost effective to use Enterprise Rental or their personal vehicle.
- Each request will be reviewed to determine if circumstances described warrant an issuance of an advance
- An employee may choose to have their Travel Advance checks returned to the local DFCS office or mailed to their home.
- Two week's worth of Travel Advances can be issued initially. If training continues beyond two weeks, additional travel advances can be processed.
- An advance cannot be provided to the employee more than 30 days prior to travel.

Submission of Travel Statement

- The advance payments must be accounted for and deducted from the reimbursement request of the travel expense statement when completed.

B. Recovery of Travel Advances (Cash, Hotels and Rental Cars)

If travel expenses associated with travel advances are not submitted within 60 calendar days after the month in which travel occurred

- A repayment agreement will be established with the employee to recoup no less than 15% of gross pay from the employee's payroll check until the total advance is recouped
- Employee will not be given the opportunity to submit their travel after the funds have been recouped.
- If the state has to recoup an employee's travel advance from their payroll check, they will not be eligible for another Travel Advance for one (1) year.
- If the employee leaves DFCS employment, and does not submit travel expense statements for advances received, their travel advances will be reported as income on the employee's W-2.

1. When the actual travel expenses reported on the travel statement are less than the amount of the travel advance, the employee will need to attach a check written to the Lead County Department for the amount of the unused portion of the travel advance.
2. If the amount for the unused portion of the travel advance is not attached to the travel statement, the amount will be recouped (deducted) from the employee's next paycheck.
3. When the actual travel expenses exceed the amount of the travel advance, the statement will be audited in the usual manner and reimbursement made to the employee.

4. In the event of a cancellation or indefinite postponement of authorized travel, any cash advances which were made will be refunded from the employee to the Lead County Department immediately.
5. If recoupment is not possible, Regional Accounting will contact Office of Planning and budget in order to put a LIEN against all funds due the employee (i.e. refunds from state taxes, or refunds due from Employee Retirement System or Teacher's Retirement System)

408a. Multi-County Travel Time (As It Relates to Fair Labor Standards Act Covered Employees)

Refer to OHRMD for clarification.

408b. Multi-County Travel Reimbursement

1. As with other DFCS County Staff of the Division of Family and Children Services, multi-county workers are subject to required travel in the course of their employment.

- If the employee does not report to their primary work location before departing for an assigned work site, travel miles to assigned work sites is computed from the primary work location (housing county), or residence less normal one-way commute miles to primary work location.

Example:

An employee is assigned to County A on Monday, Wednesday and Friday, and to County B on Tuesday and Thursday.

Employee is permanently housed at County A

Mileage to County A is 20 miles from residence, 40 miles roundtrip

Mileage to County B is 35 miles from residence, 70 miles roundtrip

Mileage from County A to County B is 15 miles, 30 miles roundtrip

When leaving from residence, 40 commute miles must be deducted when traveling to County B.

When leaving from primary work location (housing county), commute miles are not to be deducted, but mileage incurred between County A and County B will be reimbursable.

409. State Audit - Potential Penalties

- A. All statements submitted for travel reimbursement are subject to state audit and must reflect only actual job-related expenses incurred while on official duty, in accordance with the limitations contained in this Policy. Supporting documents must be attached when applicable.
- B. Any activity which would result in employee travel that may be in violation of the provisions of this policy is prohibited.
- C. Employees claiming reimbursement for travel-related expenses must be made aware of the following statement which has been extracted from the travel regulations published by the State Auditor:

"I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state."