



B.J. Walker, Commissioner

Georgia Department of Human Resources • Office of Financial Services • John F. Sartain, Director
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September 20, 2006

MEMORANDUM

TO: All DHR Organizational Units
Division/Office Directors
Division Chief Financial Officers
Institution Business Managers

FROM: John F. Sartain

SUBJECT: Travel Regulations

In accordance with OCGA 50-5B-5, the State Accounting Office, in cooperation with the Office of Planning and Budget, is responsible for the development and dissemination of travel policy. Revisions to the Statewide Travel Regulations have been made. These Regulations are available on the internet at the following address: <http://sao.georgia.gov>. The effective date for the new Regulations is **October 1, 2006**.

Highlights of the changes made include the following:

- The methodology for covering the cost of meals has been changed from the reimbursement basis to a per diem amount based on eligible meals. **This means that you no longer have to report any expense on meals. You just fill in the amount of the per diem on the travel form for any meal that you are eligible for based on the regulations. The rates are the same as the current maximum rates and are listed in the Statewide Travel Regulations in Chapter 3.**

The DHR Travel Form has been updated to reflect the change for per diem meals by eliminating the need to put the actual cost of the meal on the form. The new form is attached for your use and is available on the OFS website under Download Forms, PeopleSoft 8.8 Forms, Travel Form Effective October 1, 2006. The OFS website is: <http://www.ofs.dhr.georgia.gov/portal/site/DHR-OFS/>

- Eligibility to incur lodging expenses now requires an employee to travel more than 50 miles from home or headquarters (previously, 30 miles). **Chapter 4**
- Authorization for lodging within the 50-mile radius has been expanded to include agency-sponsored off-site employee retreats. **Page 4.2**
- Mileage reimbursement rates and procedures have been revised to incorporate changes made by the General Assembly in its 2005 special session, and the resulting memoranda issued jointly by SAO/OPB. **Chapter 5**
- Determination of business miles traveled has been revised to require a reduction for “normal commuting miles,” in certain situations. This is really no change to DHR since this just clarifies what DHR has been doing. **Page 5.2**

- 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. As such, Richmond County has been removed from those counties designated as “high cost.” The amount you can claim for in state high cost is in the Travel Regulations. **Page 1.1**
- There is now a separate policy relating to the employer’s purchase of meals for employees. See “**Employee Group Meals.**” **This is very limited in use and must be approved by the Commissioner. We will develop a form for you to use to obtain her approval. This also does not cover meals at conferences etc where you currently obtain the SSN of all involved and process the payment as a third party payment. That is still true.**
- References to the Department of Audits and Accounts have been changed to reflect the assumption of responsibility by the State Accounting Office.

Please make sure that all employees are aware of the new regulations governing business travel. If there are any questions, please email Brunette Lampley at bwlampley@dhr.state.ga.us or email me at jfsartain@dhr.state.ga.us. You can also reach Brunette by phone at 404-656-4942 or me at 404-656-7999.

JFS:bwl

cc: Mr. Godwin Akhirome
Ms. Amy Morgan
Mr. Darcy King
Ms. Brunette Lampley