



**DATE:** August 29, 2011  
**TO:** Agency Heads & Chief Financial Officers  
**FROM:** Greg S. Griffin, State Accounting Officer *gsg*  
**RE:** Travel Consolidation Project

As a part of our strategy to increase efficiency and contain costs, the State Accounting Office in cooperation with the Governor's Office of Planning and Budget is implementing a comprehensive travel program that will enable employees to successfully execute their essential travel requirements at the lowest reasonable cost. Accordingly, we are in the process of automating the entire travel and expense process using Concur Travel and Expense, the State's travel and expense system for employees, which will be integrated with the Statewide PeopleSoft Accounting System. In addition, Travel Inc has been selected as the sole travel management company to assist with travel arrangements as needed. This new travel program will help us meet our operational objectives and understand and better control travel costs where possible.

Among other things, the new travel program:

- Significantly reduces the amount of time necessary for reimbursement of out-of-pocket expenses.
- Strengthens compliance with State policies and procedures
- Automates cumbersome and time-consuming steps associated with making travel arrangements. It also eases tracking, managing and reconciling of travel expenses.
- Takes advantage of the State's volume purchasing power to provide better pricing to agencies and business units on everything from airfare to accommodations.
- Provides a versatile suite of tools that helps employees satisfy the State's internal control requirements for travel and out-of-pocket expenses.
- Eliminates the need to collect, manage and store paper receipts.
- Allows agencies and business units to have more current financial information.

Implementation of the new travel and expense system will be accomplished via a phased approach. A group of pilot agencies are moving to the consolidated travel program this fall. These agencies include: Department of Banking & Finance, Department of Economic Development, Department of Audits, and

the State Accounting Office. These agencies are providing critical input as we review the travel program, policy, and procedures.

A second group of pilot agencies will be implementing the consolidated travel program during November 2011 including, Department of Community Affairs, Department of Human Services, Department of Corrections, Technical College System of Georgia, Department of Public Safety, and Kennesaw State University.

All the agencies noted above have been involved in the implementation process over the last nine months. The commitment demonstrated every day by agency individuals and teams was more than evidenced in every step of the Concur implementation process and I want to thank them for their dedication to this important project. Moving forward our focus will be on integrating additional agencies onto the new travel and expense system in a continued phased approach.

Automating the entire travel and expense process is an important step in meeting our overall operational objectives. I am very excited about our new process and seek your partnership and support in making this a successful program. As we make additional progress we'll keep you informed.