



## Memorandum

**DATE:** April 24, 2012

**TO:** Agency Heads and Agency Fiscal Officers

**FROM:** Debbie Dlugolenski Alford, Chief Financial Officer and  
Director – Office of Planning & Budget

Greg Griffin, State Accounting Officer

**RE:** Statewide Travel Policy

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Please find attached the revised State of Georgia Travel and Expense Policy. This policy is effective immediately for those agencies currently using the GA Travel & Expense (GTE) system. For agencies not currently using the GTE travel system, the effective date will be July 1, 2012. This is to allow those agencies time to modify internal policies and procedures. However, earlier adoption is encouraged. This document is located on the State Accounting Office (SAO) website [Travel Policy page](#) for easy access. In addition, there is a high level overview of new policy highlights.

The State of Georgia Travel and Expense policy has been revised to provide guidance supporting the implementation of the State's comprehensive travel program previously announced. Click [Travel Consolidation Memo](#) to review the previous travel announcement. Some of the key differences from the previous policy are:

- More detail and recommended guidelines regarding making travel arrangements in general, and using the Concur Travel online booking tool
- A renewed emphasis on travelers choosing the most cost effective method of travel
- Retention of the per diem reimbursement for meals while in travel status, but changes the way per diems are calculated on the first and last day of trips requiring overnight stays, as well as differences for in-state and out-of-state travel

We want to thank your staffs for their many contributions to this endeavor. This policy is the culmination of many months of work with significant input and feedback from participating agencies, business units, etc.

As you know, our overall goal is to establish effective policy, responsibilities, and procedures for the State's travel program that enable State travelers to successfully execute their essential travel requirements at the lowest reasonable cost. We also strive to provide efficient, consistent and economical processes and systems by which State travelers can secure necessary travel reservations and accommodations in order to conduct official State business.

To this end, coupled with the dynamic nature of today's travel industry, SAO will be establishing a "Travel Business Council." It is envisioned that this Council would meet periodically to suggest and review potential changes to the policy and procedures and related system modifications. Additional information will be forthcoming under separate cover regarding the formation of this Council.

Questions you or your staff may have regarding this revised policy may be directed to Kristi Rayford ([krayford@sao.ga.gov](mailto:krayford@sao.ga.gov), 404-463-0754) or Steve Harrison ([sharrison@sao.ga.gov](mailto:sharrison@sao.ga.gov), 404-657-3932).