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**DATE:** January 24, 2014

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

**FROM:** Alan Skelton, State Accounting Officer *TAS*

**RE:** Revised Statewide Travel Policy

The State Accounting Office (SAO), in cooperation with the Governor's Office of Planning and Budget (OPB), is pleased to provide you with this updated *Statewide Travel Policy*, which becomes effective today. The attached Policy has been revised and amended as outlined below, providing all travelers with updated guidance to support the continued implementation of the State's comprehensive travel and expense program. The updated Policy can also be found on SAO's website at <http://sao.georgia.gov/state-travel-policy>.

#### UPDATES AND REVISIONS

- Section 1.3, 1.4 and Appendix B: These sections regarding Air Travel have been updated to allow Business Class seating for international travel when approved in advance by the respective Agency head or designee.
- Section 2.2: Guidance on the use of rental cars has been updated to reflect the recent implementation of two mandatory statewide contract vendors, Enterprise and Hertz. Travelers are responsible for securing the lowest cost contract rental available at time of booking, considering all reasonable associated factors (rates, delivery time, distance and mileage, etc.) A *Car Rental Cost Comparison Calculator* is located on the Department of Administrative Service's (DOAS') website to assist with making these decisions.
- Section 2.3: Guidance on the use of personal vehicles has been modified to place emphasis on choosing the correct personal auto mileage reimbursement rate (Tier 1 vs Tier 2). With implementation of the new, lower car rental contract rates, use of personal vehicles will not be the recommended form of transportation, in many cases. Money will be saved by ensuring personal vehicle mileage reimbursements are occurring at the correct GSA Tier Level Rate (Tier 2), when appropriate.
- Section 6.3: Reference to the Office of Planning and Budget's *OPB Policy Memorandum No. 1*, regarding Travel Advances, has been updated to reflect the current revision date, as that Policy was also updated and released today.

Please do not hesitate to contact the SAO Travel Office at [sao\\_travel@sao.ga.gov](mailto:sao_travel@sao.ga.gov) if you have any questions about these Policy revisions.