

Georgia  
Statewide  
Travel  
Policy

Q & A



**TABLE OF CONTENTS**

**Introduction**..... 3

**General Provisions** ..... 3

1. Are we required to use the new travel form or can we use one we have developed?.....3

2. Does Duluth Travel still have the state contract for air travel? If not, who should we use?.....3

3. Are the travel regulations intending to cover contracted events at hotels (conferences, retreats, and training sessions)? .....3

**Policies Applying to All Travel Expenses** ..... 3

**Section One – Air Travel**..... 4

1. The Travel Policy states "...the state will reimburse for a maximum of one (1) piece of luggage." What if the business purpose of the trip requires additional luggage, e.g., training materials, props, stands, etc.? .....4

**Section Two - Ground Transportation and Car Rental** ..... 4

1. Can we require people to use their own cars? .....4

2. Is it considered personal use of a rental vehicle to take the vehicle to a restaurant for a reimbursable meal? .4

3. If a rental company on state contract is not available in the vicinity of the point of departure, what is the procedure to use another rental company? .....4

4. I work out of my home office. My job duties require me to travel to different locations around the State. Periodically I go into an Agency location to use their support facilities, i.e., printers and copiers. As I travel to different State locations is there some deduction I need to be making for commute mileage? .....4

**Section Three – Lodging** ..... 5

1. Are we going to allow travel without prior approval except for when lodging is required within 50 miles? .....5

**Section Four - Meals and Incidental Travel Expenses** ..... 5

1. The 75% Per Diem amount on day of departure and return does not apply to non TTE Agencies correct? It looks like from the policy we still adhere to depart and return times as to which meals are allowed. Also the meals allowed when overnight stay is not the same either. Non TTE travelers still have to be gone more than 13 hours...5

2. Are coffee, tea, water and/or soft drinks allowable at events outside of meals? Sometimes when people are driving in to a location to donate their time, it helps to provide coffee and tea in the morning/during the day. The non-employee group meal section mentions snacks, but beverages (other than "necessary beverages") aren't addressed.....5

3. Can I be reimbursed for tips given to waiters and waitresses as incidental expenses? .....5

**Section Five - Miscellaneous Expenses** ..... 5

**Section Six - Payment Methods** ..... 6

**Section Seven - Reimbursement for Travel Expenses** ..... 6

1. Paragraph 7.8 appears to say that we can reimburse non-state employees at any rate (other than mileage, where there is a cap). Is that accurate? In other words, it doesn't specify state rates, so can we decide our own rates? .....6

2. I'm still unclear on what a "personal service contractor" is (p. 27 – 7.9).....6

**Section Eight - Policy Exceptions**..... 6



This document has been formatted to correspond with the Statewide Travel Policy available in the Travel Section of the [SAO website](#).

---

## Introduction

---

This section intentionally left blank.

---

## General Provisions

---

1. **Are we required to use the new travel form or can we use one we have developed?**

The form provided on the SAO website is there to be helpful. You can use your own form but our form was built to comply with the policy so there may be an issue if your form does not enforce the policy. At the end of the day it is your choice.

2. **Does Duluth Travel still have the state contract for air travel? If not, who should we use?**

The contracted travel agency for TTE users is Travel Incorporated. Agencies using the TTE system have access to Travel Inc. and their staff of agents familiar with the State's travel policy, certain negotiated rates available only to TTE users, and other reduced rates. There are no other State contracts with travel agencies around the State.

3. **Are the travel regulations intending to cover contracted events at hotels (conferences, retreats, and training sessions)?**

These are usually package deals where meals, meeting rooms, sleeping rooms, etc. get discounted and bundled based on volume, etc., so that a true cost for meals isn't necessarily what ends up on the invoice

*The Statewide Travel Policy does not cover contracted events.*

---

## Policies Applying to All Travel Expenses

---

This section intentionally left blank.

---

### Section One – Air Travel

---

1. **The Travel Policy states "...the state will reimburse for a maximum of one (1) piece of luggage." What if the business purpose of the trip requires additional luggage, e.g., training materials, props, stands, etc.?**

Charges for additional luggage are reimbursable if the business purpose requires additional luggage.

---

### Section Two - Ground Transportation and Car Rental

---

1. **Can we require people to use their own cars?**

Under section 2.3, the supervisor has the option of determining when the least expensive option is not efficient.

2. **Is it considered personal use of a rental vehicle to take the vehicle to a restaurant for a reimbursable meal?**

If an employee is in travel status, then the trip to a restaurant is considered travel related.

3. **If a rental company on state contract is not available in the vicinity of the point of departure, what is the procedure to use another rental company?**

Agencies may utilize other companies if the contracted rental car is not available in that city. In most instances, the contracted rental vehicle should be within a reasonable proximity to the point of departure.

4. **I work out of my home office. My job duties require me to travel to different locations around the State. Periodically I go into an Agency location to use their support facilities, i.e., printers and copiers. As I travel to different State locations is there some deduction I need to be making for commute mileage?**

No. Section 2.3 of the Statewide Travel Policy states "If an employee does not regularly travel to an office (headquarters) outside of his/her residence, and does not have an official "duty station", the requirement to deduct normal commuting miles does not apply." The fact that an employee periodically goes into an Agency location does not overrule the fact that the employee's residence is the official duty station in that instance.

---

## Section Three – Lodging

---

1. **Are we going to allow travel without prior approval except for when lodging is required within 50 miles?**

According to the Statewide Travel Policy in the General Provisions section, Section A “Written authorization prior to travel is no longer required. However, individual agencies may require prior authorization for certain kinds of travel.”

---

## Section Four - Meals and Incidental Travel Expenses

---

1. **The 75% Per Diem amount on day of departure and return does not apply to non TTE Agencies correct? It looks like from the policy we still adhere to depart and return times as to which meals are allowed. Also the meals allowed when overnight stay is not the same either. Non TTE travelers still have to be gone more than 13 hours.**

Effective July 1, 2012 the 75% calculation for day of departure and day of return is policy for all state travelers, whether they are on the TTE system or not. For multi-day travel, there is no calculation based on departure time and return time. For single day travel, reimbursement will be 75% of a full day's per diem if the traveler is gone for 12 hours or more. This is in Paragraph 4.4 of the new policy. The new travel policy does not determine reimbursement based on whether a traveler is using the TTE system or not. Effective July 1, everyone should be reimbursed using the same guidelines.

2. **Are coffee, tea, water and/or soft drinks allowable at events outside of meals? Sometimes when people are driving in to a location to donate their time, it helps to provide coffee and tea in the morning/during the day. The non-employee group meal section mentions snacks, but beverages (other than “necessary beverages”) aren’t addressed.**

If the agency considers these to be travel related expenses they are covered under Section Four – Meals and Incidental Expenses in the Travel Policy and are included in any per diem reimbursement on Travel Expense Reports. However, if the agency does not consider such expenses to be travel related they are not subject to the Section Four- Meals and Incidental Expenses in the Travel Policy and would not be included in Travel Expense Reports. The Travel Policy does not cover non-travel related expenses. Agency policy determines payment or non-payment.

3. **Can I be reimbursed for tips given to waiters and waitresses as incidental expenses?**

No. The per diem amount provided for each meal, whether in-state or out-of-state, is intended to reimburse the traveler for all meal related costs. Meal expenses not covered by the per diem amounts are not reimbursable elsewhere on the trip report.

---

## Section Five - Miscellaneous Expenses

---

This section intentionally left blank.

---

## Section Six - Payment Methods

---

This section intentionally left blank.

---

## Section Seven - Reimbursement for Travel Expenses

---

1. **Paragraph 7.8 appears to say that we can reimburse non-state employees at any rate (other than mileage, where there is a cap). Is that accurate? In other words, it doesn't specify state rates, so can we decide our own rates?**

The Statewide Travel Policy is intended as guidance for employees. Non-employees that are not covered under other contractual obligations typically abide by the same travel policies as employees. If any non-employee is subject to the Statewide Travel Policy, then they must abide by the specified rates established by General Service Administration.

2. **I'm still unclear on what a "personal service contractor" is (p. 27 – 7.9).**

A personal service contractor is a non-state employee that does work on behalf of a State agency.

---

## Section Eight - Policy Exceptions

---

This section intentionally left blank.