



DATE: August 31, 2017
TO: Chief Fiscal Officers
FROM: Alan Skelton, State Accounting Officer
RE: Statewide Travel Policy Updates Effective September 1, 2017

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, effective September 1, 2017.

The primary update to the Statewide Travel Policy is regarding the meal calculation on the first and last day of travel for **In State** travel only. Employees traveling overnight within the State of Georgia or "In State" will now receive 100% reimbursement on the first and last day of travel, less any provided meal(s).

Below is a list of additional travel policy updates:

- Business Class and First Class airfare has been updated to include Alaska and Hawaii
- Removed references to a State Corporate credit card
- Clarified commute mileage and included examples
- Clarified expense report submission requirements related to the IRS accountable plan rules
- Updated sections referencing the State's Travel Advance Policy (based on changes OPB made in April 2017)

For agencies that utilize the TeamWorks Travel & Expense (TTE) system, all configuration changes are already updated in Concur with a September 1st effective date. For agencies that are not using TTE, those agencies will need to update their internal travel forms to accommodate policy changes.

For more details regarding these changes, the Statewide Travel Policy can be accessed at www.sao.ga.gov.

Please share these updates with relevant staff in your agency. If you have any questions, please contact sao_travel@sao.ga.gov.