



DATE: November 2, 2011

TO: Agency Fiscal Officers

FROM: Greg Griffin, State Accounting Officer *gsg*

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

RE: Statewide Travel Policy Draft for Comments

Please find attached the State of Georgia Travel and Expense Policy document draft for review and comment. The anticipated effective date of the revised policy will be January 2012. This document is available for a 30-day comment period and will be viewable on the SAO website next week.

If you have any comments, please utilize the spreadsheet attached with associated drop down boxes to submit your feedback. Where possible, please provide specific language for suggested changes. In addition, please provide situations or circumstances where agency/entity practices and procedures are more restrictive than requirements specified in this draft policy. E-mail your completed spreadsheet to sharrison@sao.ga.gov.

The Travel and Expense policy is being revised to provide guidance supporting the implementation of the State's comprehensive travel program announced previously. 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
- Retains 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

In reviewing this draft and providing comments, please note that we recognize a need to more fully develop policy sections for international travel and for travel practices for the colleges and universities (e.g., business hosting). To that end, several focus group sessions will be scheduled during the comment period to ensure that appropriate policy content is obtained and documented regarding these areas. Thank you in advance for participating in our policy-setting comments process.