

July 1, 2015

To: All Agency Heads and Chief Fiscal Officers

From: Alan Skelton, State Accounting Officer *TAS*

Re: Statewide Travel Policy Update

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 is effective July 1st, 2015. The attached Policy has been revised and amended as outlined below, providing all travelers with updated guidance. The updated Policy is attached for your convenience and will soon be available on SAO's website at <http://sao.georgia.gov/state-travel-policy>.

UPDATES AND REVISIONS

- **Section 1.11** Airline priority or reserved seating fees will not be reimbursed
- **Section 3.2** Clarification of agency Direct Billed Hotels
 - Cannot prepay ANY direct billed hotels
 - TTE Travelers can now book direct billed hotels outside of the TTE system but must manually enter the hotel expense in the TTE System
 - The agency is responsible for providing the traveler with a copy of the direct bill receipt as receipts are required for hotels STATEWIDE
- **Section 5** was updated to include airline priority or reserved seating fees in the non-reimbursable expenses list

Please do not hesitate to contact the SAO Travel Office at sao_travel@sao.ga.gov if you have any questions about these Policy revisions.