



MEMORANDUM

Date: September 13, 2006

To: Agency Heads
Agency Fiscal Officers

From: Lynn H. Vellinga 
State Accounting Officer

Shelley C. Nickel, Director 
Office of Planning and Budget

Re: Statewide Travel Regulations

In accordance with OCGA 50-5B-5, the State Accounting Office, in cooperation with the Office of Planning and Budget, is responsible for the development and dissemination of travel policy. Revisions to the Statewide Travel Regulations have been made, and the resulting document is attached to this memorandum. These Regulations are also available on the internet at the following address: <http://sao.georgia.gov>. The effective date for the new Regulations is **October 1, 2006**.

Highlights of the changes made include the following:

- The methodology for covering the cost of meals has been changed from the reimbursement basis to a per diem amount based on eligible meals. **Chapter 3**
- Eligibility to incur lodging expenses now requires an employee to travel more than 50 miles from home or headquarters (previously, 30 miles). **Chapter 4**
- Authorization for lodging within the 50-mile radius has been expanded to include agency-sponsored off-site employee retreats. **Page 4.2**
- Mileage reimbursement rates and procedures have been revised to incorporate changes made by the General Assembly in its 2005 special session, and the resulting memoranda issued jointly by SAO/OPB. **Chapter 5**
- Determination of business miles traveled has been revised to require a reduction for "normal commuting miles," in certain situations. **Page 5.2**
- The determination of a "high cost area" is now based on whether or not the federal per diem rate for meals in a particular area exceeds the federal standard per diem rate for Georgia. As such, Richmond County has been removed from those counties designated as "high cost." **Page 1.1**
- There is now a separate policy relating to the employer's purchase of meals for employees. See **"Employee Group Meals" policy, also attached**
- References to the Department of Audits and Accounts have been changed to reflect the assumption of responsibility by the State Accounting Office.

Please make sure that all employees are aware of the new regulations governing business travel.