

# FINANCIAL MANAGEMENT FOR GEORGIA LOCAL UNITS OF ADMINISTRATION

<b>Date Issued</b>	<b>Effective Date</b>	<b>Section</b>	<b>Title:</b>
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<b>Revision No.</b>	<b>Date Revised</b>	<b>Chapter</b>	<b>Title:</b>
3	September 2019	V - 6	<b>Travel Regulations</b>

## NATURE AND PURPOSE

In accordance with the Official Code of Georgia Annotated Section 50-5B-5, "The State Accounting Officer in cooperation with the Office of Planning and Budget (OPB) is authorized to and shall adopt rules and regulations governing in-state and out-of-state travel and travel reimbursement that promote economy and efficiency in state government and which treat employees fairly and equitably."

Therefore, annually the OPB and the State Accounting Office (SAO) conduct a review of statewide travel regulations which all state employees must follow; the minimum guidelines are outlined in the *Statewide Travel Policy*. In addition, personnel from local units of administration (LUAs) must follow these regulations. "Personnel" as used in these regulations is defined as persons governed by the rules and regulations of LUAs.

Agencies are not authorized to set more lenient policies than the *Statewide Travel Policy*; however, agencies may establish policies that further restrict an employee's travel if the agency determines that stricter policies are necessary. NOTE, this exception does not apply to the mileage rate established by SAO/OPB in accordance with O.C.G.A. §50-19-7. No other mileage rate may not be adopted.

## PER DIEM RATES AND DEFINITION

Personnel traveling on behalf of a LUA must also follow the per diem rates as established annually by the U.S. General Services Administration (GSA). These rates are utilized by the SAO in updating the State Travel Policy's per diem and mileage rates on an annual basis. 'Per diem' is the allowance for lodging, meals and incidental expenses (excluding taxes). The GSA establishes per diem rates for most destinations within the United States.

The statewide travel regulations and the link to GSA Per Diem rates are posted at the following website:

[http://sao.georgia.gov/00/channel\\_createdate/0,2095,39779022\\_173993666,00.html](http://sao.georgia.gov/00/channel_createdate/0,2095,39779022_173993666,00.html)