



DAWSON COUNTY SCHOOLS
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Employee Travel Guide

General Travel Information

The statewide travel regulations are available at:

www.sao.georgia.gov

Employees are expected to exercise good stewardship of funds when traveling on official business. Any expenditure disallowed by the State is the responsibility of the employee.

Expense Report Submission

Employees should submit expense reports within 45 calendar days of completion of travel. Any request for reimbursement that exceeds 45 calendar days from completion of the trip should include a letter of explanation detailing the circumstances that prevented timely submission.

The Expense Report is available thru Etrieve. All attachments must be in pdf format.

Mileage Reimbursements

When the determination is made that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the appropriate rate as set forth by the State Accounting Office and the Office of Planning and Budgets.

Travel occurring Monday-Friday and not originating from headquarters should have the employee's normal commute miles from residence to headquarters deducted.

MEAL EXPENSES - with Overnight Travel

Employees traveling overnight may be reimbursed for the daily cost of meals within the maximum limits established in the state travel regulations. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of 3 meals per day for all day other than the day of departure and the day of return.

Attach conference/meeting agenda.

MEAL EXPENSES - With Non-Overnight Travel

Employees who travel more than **50 miles** from home or headquarters on a work assignment, **and** are away for more than **12 hours** may receive the total day's per diem rate when there is no overnight lodging.

Attach conference/meeting agenda.

Meal per Diems:

Meal	Standard
Breakfast	\$ 13
Lunch	\$ 14
Dinner	\$23
Total	\$50

Meals included in Conference Registrations

Meals included as part of the cost of a conference registration, etc., should not be considered eligible in the calculation of per diem. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal. Attach conference/meeting agenda.

Out-of-State Travel

Out-of-state meal per diems follow the appropriate GSA per diem rates. These rates include both the cost of meals and incidental expenses. Rates can be located at:

www.gsa.gov/perdiem

Lodging

Employees traveling more than 50 miles from their home, office, or headquarters may be reimbursed for lodging with overnight travel. Lodging claims must be documented by receipts and at a business that offers lodging to the general public (i.e. hotel or motel and not a private residence). Employees are responsible for ensuring the most reasonable rates are obtained. Deluxe hotels and motels should be avoided. GSA rates have been established and should be utilized for lodging. These rates can be found at: www.gsa.gov/perdiem

Expenses exceeding the GSA rate by more than 25% should be justified on the travel expense statement.

Taxes

Employees traveling on official business in Georgia are exempt from the county and municipal excise tax. Travelers shall present the Hotel/ Motel Excise Tax Exemption Certification form to the hotel operator. The form can be located at:

[Hotel Motel Tax Exempt Form](#)

Employees are required to pay *Sales and Use taxes and State Hotel/Motel Fee (Transportation Fee - \$5/day)* but will be reimbursed.

Miscellaneous Travel Expense

Reimbursable expenses while on official travel status include, but are not limited to, the following:

- Business office expenses (copy service, postage, and supplies)
- Conference/Registration fees
- Internet

Non-reimbursable expenses include, but are not limited to, the following:

- Alcoholic beverages
- Expenses related to vacation or personal days taken before, during or after a business trip
- Valet services for parking, when self-parking options are available, unless there are valid security reasons.

Attachments/Receipts

- Travelers must always obtain receipts, except when per diem travel allowance are claimed. Itemized receipts should include:
 - Name and address of vendor
 - Date of service
 - Description of goods/service
 - Amount paid for each individual item
- Credit card slips and statements are not acceptable in lieu of receipts.
- Attach conference/meeting agenda.
- All attachments must be in pdf format.