

PULASKI COUNTY SCHOOLS

TRAVEL PROCEDURES – Effective 7/1/2022

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2022-2023

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Below you will find an overview of the system travel regulations. To access the entire booklet for the state of Georgia online, follow these steps:

Go to <http://sao.georgia.gov>

Click on Travel at the top of the page. Then go to State Travel Policies. You will have access to various links, including the statewide travel policy.

GENERAL TRAVEL REGULATIONS

- Supervisors must approve all travel plans.
- All calculations should be double checked for accuracy.
- Our travel forms and policies are on the school's website www.pulaski.k12.ga.us. Go to Resources, Employee Resources and then scroll down to the Employee Travel Form.
- Travel forms should be submitted within 30 days of the travel dates. After 60 days, travel will be reimbursed through payroll.

TRAVEL REIMBURSEMENT

- Required documentation, including agenda, sign in sheet when available, hotel receipts, parking receipts, etc. should be attached to your travel form prior to requesting signatures. Meal receipts are not required.
- The employee and the principal/supervisor must sign the travel form before sending to Central Office.
- Employees should allow 1-2 weeks processing time for travel reimbursement checks

RECEIPTS:

- **Itemized receipts are required for all costs except meals. Credit card signature copies without details are not acceptable.**

MILEAGE

- Mileage for travel on or after January 1, 2023, is \$.655 per mile.
- Mileage is calculated from the closest departure point, either the workplace or the home, depending on the destination. For example, if you work at the middle school and live in Warner Robins and are traveling to Athens, you will calculate your mileage

from home. Another example, if you work at the high school and live in Cordele and are traveling to Macon, you will calculate your mileage from the high school.

- **Weekend Travel** – If travel occurs on a weekend or holiday outside of the normal work schedule, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- **Google maps printout (or equivalent) is required when claiming mileage.**

MEALS

- Attach a conference itinerary/agenda for any overnight travel to be reimbursed for meals.
- Employees traveling overnight in state are eligible for per diem amounts to cover 3 meals a day unless the meals are provided to you at no cost.
- Meals provided during travel at no cost to you as part of a conference fee, including continental breakfast, lunch, dinner, reception, or provided by another party, will not be reimbursed.
- *Excerpt from the State Travel regulations* - If a Traveler has medical restrictions and cannot eat a meal provided by any source while traveling, the Traveler should make every effort to have the source facilitate their needs. If the source does not or cannot honor the request, the Traveler is not required to deduct the applicable meal allowance from the per diem. However, the Traveler must include a note or other documentation with the Travel Expense Reimbursement form documenting this information.
- Travel for one day only is not eligible for meal reimbursement. The only exception is if travel is more than 50 miles away from your residence or workplace (whichever is closer) **AND** you are away for more than 12 hours.
- Mark the appropriate meal box with a "P" on the travel form for meals that were provided at no cost to you.
- Employees traveling overnight are eligible for 75% of the total per diem rate on the first and last day of travel, less any provided meals. For example, the per diem rate allows a \$50 total reimbursement per day, therefore, \$37.50 would be allowable on a travel departure or return day, if no meals were provided to you ($\$50 \times .75 = \37.50). If a meal was provided at no cost, such as lunch, on a travel departure or return day, the total allowable reimbursement for that day would be \$23.50 [$\$50 \times .75 = \37.50 less \$14 lunch = \$23.50]. As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

MEAL REIMBURSEMENT RATES

- **Breakfast - \$13.00**
- **Lunch - \$14.00**
- **Dinner - \$23.00**
- **Total \$50.00**

Please see the attached sample travel form. If you have any questions, please contact **Rene' Coleman** at **extension 257** or **email rcoleman@pulaski.k12.ga.us.**