# Changes to the Statewide Travel Regulations

*Effective October 1, 2012*

**Office of Disbursements**

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<tr>
<td>Responsible Department:</td>
<td>Office of Disbursements</td>
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<tr>
<td>Approval Authority:</td>
<td>Office of the Comptroller</td>
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<tr>
<td>Last Update:</td>
<td>October 1, 2012</td>
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<td>Contact:</td>
<td>Director, Disbursements</td>
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The State Accounting Office and the Office of Planning and Budget (SAO Travel Website) are responsible for establishing Statewide Travel Regulations. This responsibility was assigned to these organizations through House Bill 293, which was passed into law during the 2005 legislative session (codified as O.C.G.A. 50-5B-5).

Note: Throughout the Statewide Travel Regulations there is a reference to the GTE system. Georgia State University does not currently use the GTE system. However, we are working toward implementing the system in the very near future. The Statewide Travel Regulations are applicable regardless of the software used by an agency.

This document summarizes the changes extracted from the State of Georgia Statewide Travel Regulations.

1.1 Travel within the State of Georgia:

- Tips will continue to be allowed!
- Tips should be entered under miscellaneous expenses, and identified as Tips. (Page 17, 4.1)
- Travelers will be limited to 75% of per diem on both the 1st and last days of travel. (Page 18, 4.4)
- The State will only reimburse for one piece of checked luggage - (Page 10, 1.11)

1.2 Travel outside the State of Georgia:

- Tips are “limited” to the meal per diem plus the maximum incidental cost listed under M & I (Meals and Incidental) by location. (Page 17, 4.1)
  (Meal per Diem for travel to Washington, D.C. is used as an example in this document (see below).
- Travelers will be limited to 75% of per diem on both the 1st and last days of travel. (Page 18, 4.4)
- The State will only reimburse for one piece of checked luggage - (Page 10, 1.11)
1.3 How to Locate the Per Diem Rates:

Per Diem Rates can be found at [GSA Webpage (General Services Administration)](http://www.gsa.gov/portal/category/21287).

1.4 Example of How to Calculate the Meal per Diem with Tips/Incidentals for Out of State Travel:

Step 1: Go to Per Diem Rate Website to choose Washington, DC.

- URL: [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
- Type: “Washington” at “Select Your City”
- Select: “District of Columbia” at “Select a State”
- Click “Find Per Diem Rates” Red Button (See Screen Shots Below)
Step 2: View per Diem Rates for District of Columbia

- You will see the Per Diem Rates for District of Columbia as Search Result from previous step. (See Screen Shot Below)
- Please Note value “71” under “Meals & Inc. Exp.**” column, value manually highlighted here. This value shows the maximum we can claim for Meals, including Incidentals.
- Click on “Meals & Inc. Exp.**” to see M&IE Breakdown in Step 3.
Step 3: View Meals and Incidental Expenses (M&IE Breakdown)

- You will see the Meals and Incidental Expenses (M&IE Breakdown) after you click on “Meals & Inc. Exp. **” in previous screen. (See Screen Shot Below)
Step 4: *Understanding the Value of the Meals and Incidental Expenses* (M&IE Breakdown)

For this example (Washington, D.C), the maximum per Diem is $71, which includes Meals and Incidents.

1. A traveler can claim Meal Per Diem *without* Incidental, which comes to $66.

<table>
<thead>
<tr>
<th>MEAL Per Diem without Incidental</th>
<th>$71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast/Breakfast</td>
<td>$12</td>
</tr>
<tr>
<td>Lunch</td>
<td>$18</td>
</tr>
<tr>
<td>Dinner</td>
<td>$36</td>
</tr>
<tr>
<td><strong>Total Meal Per Diem</strong></td>
<td>$66</td>
</tr>
</tbody>
</table>

2. A traveler may add the **$5 incidental/tip** (maximum allowed per day for combined meals) to any *one* of the day’s meals. This example shows $5 added to lunch, then the total Meal Per Diem with Incidental, comes to $71 maximum allowed.

<table>
<thead>
<tr>
<th>MEAL Per Diem with Incidental ( add $5 to Lunch, for example)</th>
<th>$71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental Breakfast/Breakfast</td>
<td>$12</td>
</tr>
<tr>
<td>Lunch ( $5+$18)</td>
<td>$23</td>
</tr>
<tr>
<td>Dinner</td>
<td>$36</td>
</tr>
<tr>
<td><strong>Total Meal Per Diem with Incidental</strong></td>
<td>$71</td>
</tr>
</tbody>
</table>

3. We may only claim 75% of the maximum per Diem for the first day and last day of the travel:

<table>
<thead>
<tr>
<th>First day and Last Day per Diem Calculation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Per Diem</td>
<td>$71.00</td>
</tr>
<tr>
<td>Percentage</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Allowance ( = Max Per Diem * Percentage)</strong></td>
<td><strong>$53.25</strong></td>
</tr>
</tbody>
</table>

4. Note: Additional tips may **not** be claimed as miscellaneous expense, effective 10/01/2012.
1.5 Contacts:

- Questions may be emailed to Disbursements, at accountspayable@gsu.edu.
- Disbursements Staff who handle Employee and Student Travel:
  
  Trennye Blackburn, Assistant Manager
  
  Rosalyn Jordan, Accountant I