

District 2 Public Health Travel Policy
Policy # 187
Effective January 1, 2012
Revised 03/01/2017

POLICY

This policy applies to all employees within District 2 Public Health.

- District 2 will follow the **current *State Accounting Office of Georgia, Statewide Accounting Policy & Procedure, Statewide Travel Policy*, EXCEPT WITHIN THE FOLLOWING AREAS:**

2.2 Car Rental - District 2 does not require employees to compare and choose the least expensive option between a rental vehicle or mileage reimbursement for use of their personal vehicle. District 2 does allow for the use of a car rental when it is the most cost effective and it is determined to be the most efficient, at which point the employee will follow the State Accounting Office of Georgia, Accounting Policy & Procedures.

2.3 Personal Automobile - District 2 applies Tier 1 Rate reimbursement when a county vehicle is available but a personal motor vehicle is used for travel to out-of-county meetings, conferences, etc. District 2 does allow county vehicles to be used for out-of-county meetings, conferences, etc., if available and not prohibited by applicable county government policies. County vehicles must otherwise be used in accordance with District 2 County Vehicles Policies and Procedures, Policy #171.

3.1. Lodging Expense – District 2 does not require written pre-approval of lodging expenses when the traveler's destination is located less than 50 miles from both their Primary Work Site and Residence AND the destination or lodging site falls outside the borders of District 2. All in-district lodging, whether or not it falls within the 50 mile radius, requires written pre-approval from the traveler's direct supervisor and the District Health Director.

The State Accounting Office of Georgia, Statewide Travel Policy is Available at:
<http://sao.georgia.gov/state-travel-policy>

- Travel expenses which are submitted more than 60 days after the conclusion of the travel or event **will not** be reimbursed.
- In accordance with the state travel policy, District 2 defines the "normal work schedule" for travel reimbursement purposes as Monday through Friday, excluding Holidays and Weekends.

- For clarification purposes: Commuter miles, when applicable, are to be subtracted from the point of origin to the first work destination point and/or from the final work destination point to home. District 2 does not require any commuter miles to be subtracted when travelling from one work site to another within a given day or trip.
 - For those few staff who make multiple home visits within a single day, where each trip in question begins and ends at home, commuter miles need only be subtracted from the first trip within that single day.
- All travel must be turned in to the current accounting designee by Wednesday of each week, in order to be processed that week. Travel will only be processed once a week on Fridays.
- Travel and reimbursement payments will be either mailed or directly deposited within seven (7) to ten (10) business days from each Friday.
- The current mileage reimbursement amount is set to the Federal Rate. All counties, except Rabun, automatically adopt the Federal Rate, while the Rabun Board chooses to discuss and vote on any changes each time the rate changes. As the Federal Rate changes, our mileage rate will change, too.

PROCEDURE FOR COMPLETING THE TRAVEL FORM

- The Updated Version of the travel form already is set up to make the proper calculations. You MUST type up the form and then print it off to be signed.
- Please fill out all sections of the travel form completely. Be sure to include the program or county that you work for and the budget number from which you are paid. If your travel form is not filled out completely, it will be returned for correction.
- Each line on page 2 under the Automobile Mileage Record must contain only one leg of any travel. You must state your origin point, and then your destination point. If you continue on from your destination point to a new destination it must be put on the next line.
- Commuter miles must be deducted unless you are leaving from or returning to your work home base, are traveling on a weekend or holiday, or are performing multiple home visits as defined above.
 - For example, if you work at the District 2 office, that is your work home base and you do not need to deduct commuter miles if you leave from (or return to) there.

- If you leave from (or return to) your home, your normal commuting miles must be deducted from your travel miles. This is done by entering your commuting miles on your travel form.
 - If you leave from (or return to) your home on a weekend or holiday, you do not have to deduct your normal commuting miles from your travel miles.
 - If you are on a multi-day trip where you travel to your destination, stay over, and then return on a later day, commuter miles need only be deducted from the travel legs to and/or from your destination, as appropriate.
 - Reminder: your normal commute to or from work is never reimbursable as travel.
- When traveling from one health department to another, your mileage cannot exceed what is included in our mileage grid.
 - When providing home visits, the address of the person visiting **MUST** be recorded in the destination section of the form. This is for auditing purposes.
 - When traveling to meetings or trainings, enter the name of the facility (i.e. CDC, 2 Peachtree, Forsyth Training Facility) in the destination section.
 - You must attach a copy of the Agenda (or a copy of the sign in sheet) to the travel sheet for travel involving trainings, meetings, or conferences in order to be reimbursed. However, routine, recurring meetings within the District, such as Board of Health meetings or Leadership, do not require an agenda to be attached.
 - The purpose of your trip must be filled out, and your tag number must be included on your travel form.
 - Your supervisor must sign and date your travel form. Initials are not acceptable. Your travel form must bear original signatures in order to be processed.
 - If you travel overnight and are paying with personal funds, you must give the State of Georgia Certificate of Exemption of Local Hotel/Motel Excise Tax form to the motel clerk.
 - If they refuse to accept the form, have them write “refuse” on the form and have them sign or initial beside it. Send this in with your travel form.
 - If you travel overnight and are paying with a Board of Health check, you must give the Sales Tax Certificate of Exemption form to the motel clerk in addition to the Hotel/Motel Excise Tax form.
 - If they refuse to accept either form, have them write “refuse” on the form and have them sign or initial beside it. Send these in with your travel form.

- A single travel form may not contain travel for more than one month. For example, a travel form should not list trips at the end of March and the beginning of April; the March and the April travel must be listed on separate travel forms.
- Travel must be turned in no later than 45 calendar days after completion of the trip.
- Cell phone bills and miscellaneous expenses unrelated to travel should not be put on your travel form. There is a separate form for these reimbursable expenses.
- Note that prior approval for out-of-state travel is not required, while prior approval for international travel is required.
- Any questions pertaining to travel should be directed to Lisa Hocker (or the current accounting designee) at the District Office.

COMMUTER MILE EXAMPLES

1. Employee leaves from home and drives 5 miles to do DOT, then proceeds another 4 miles to the Health Department. Normal commute to the Health Department is 7 miles. Employee leaves from the Health Department at the end of the day and goes home.

ORIGIN - POINTS VISITED	DESTINATION	BUSINESS MILEAGE	COMMUTER/ PERSONAL MILEAGE	STATE USE MILEAGE
Home	DOT (Specify Address)	5	7	0
DOT (Specify Address)	Health Department	4	0	4

2. Employee leaves from home on a Thursday and travels to Macon for a meeting, returning home the same day after the meeting. Distance to Macon is 100 miles. Normal commute is 30 miles.

ORIGIN - POINTS VISITED	DESTINATION	BUSINESS MILEAGE	COMMUTER/ PERSONAL MILEAGE	STATE USE MILEAGE
Home	Macon	100	30	70
Macon	Home	100	30	70

3. Employee leaves from home at 10:00 AM to do a home visit 13 miles away and returns to home afterward. Employee leaves from home later that same day at 7:00 PM to do another home visit 20 miles away and returns home afterward. Normal commute is 5 miles.

ORIGIN - POINTS VISITED	DESTINATION	BUSINESS MILEAGE	COMMUTER/ PERSONAL MILEAGE	STATE USE MILEAGE
Home	Address of 1st Home Visit	13	5	8
Address of 1st Home Visit	Home	13	5	8
Home	Address of 2nd Home Visit	20	0	20
Address of 2nd Home Visit	Home	20	0	20

4. Employee travels on a **Sunday** from home to Atlanta for conference, returning on a **Tuesday** from Atlanta to home. Distance between home and Atlanta is 50 miles. Normal commute is 12 miles.

ORIGIN - POINTS VISITED	DESTINATION	BUSINESS MILEAGE	COMMUTER/ PERSONAL MILEAGE	STATE USE MILEAGE
Home	Atlanta	50	0	50
Atlanta	Home	50	12	38

5. Employee travels on a Tuesday from the Health Department to Savannah for a meeting, where he/she stays overnight Tuesday, and returns to home on Wednesday. Normal commute is 8 miles.

ORIGIN - POINTS VISITED	DESTINATION	BUSINESS MILEAGE	COMMUTER/ PERSONAL MILEAGE	STATE USE MILEAGE
Health Department	Savannah - hotel	280		280
Savannah - hotel	Savannah – dinner	2		2
Savannah – dinner	Savannah - hotel	2		2
Savannah - hotel	Savannah – meeting site	5		5
Savannah – meeting site	Home	272	8	264

Pamela Logan M.D., M.P.H.

Date