

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-2</p>	<p align="center">Policy # 2.1</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: State of Georgia <i>State Travel Regulations</i> OPB Policy Memorandum No. 1 (Rev.5) May, 2013 O.C.G.A. § 45-7-28.1 (2015), Appropriations Act. Title 45. Public Officers and Employees. Chapter 7. Salaries and Fees. Article 2. Reimbursement of Expenses. 50-5B-5 DJJ Financial User's Manual, Section H4 ACA Standards: 3-JDF-1C-18,3-JDF-1D-06, 3-JDF-1D-14, 4- JCF-6B-15</p>	
<p>Chapter 2: FINANCIAL SERVICES</p>	<p>Effective Date: 2/15/18</p>	
<p>Subject: EMPLOYEE TRAVEL REGULATIONS</p>	<p>Scheduled Review Date: 2/15/19 Replaces: 11/12/14</p>	
<p>Attachments: A – Interstate Travel Request Form</p>	<p>Office of Financial Services APPROVED</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

When required to travel in the performance of official duties, Department of Juvenile Justice staff members shall comply with the *State Travel Policy* developed and published by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB) in accordance with the Official Code of Georgia Annotated Section 50-5B-5. Staff members shall be reimbursed for expenses incurred in accordance with these regulations. Requests for exceptions to these regulations shall be made in advance, in writing, to the Commissioner. Upon the Commissioner's approval, the request shall be forwarded to the SAO and OPB. Deviations from these regulations shall only be made with prior approval from the SAO and OPB. Travel expenditures shall be monitored to ensure that expenditures are within the amount budgeted for the Department.

II. DEFINITIONS:

See the *State Travel Policy*:
<https://sao.georgia.gov/state-travel-policy>.

III. PROCEDURES:

- A. The Commissioner will approve, in writing, any exceptions to the *State Travel Policy*.
- B. The Department will adhere, at a minimum, to the *State Travel Policy*. The Department may implement more stringent guidelines at its discretion.
 - 1. If management deems that budgetary or room availability constraints are present, it may instruct staff to share hotel rooms (two persons to a room) for conferences, trainings, or meetings. When lodging is shared, the traveler paying for the lodging will seek reimbursement for the full expense.
 - 2. When attending conferences, trainings, or meetings, staff will use state vehicles and carpool to the extent possible.

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- C. Employees will receive reimbursement for expenses incurred while traveling on behalf of the Department by completing a reimbursement request in the Concur Travel System (TTE) (<https://www.concursolutions.com/>) and adhering to the guidelines of the State Travel Policy.
1. The *State Travel Policy* outlines the reimbursement rates for allowable expenses.
 2. It is unlawful to authorize, approve, or initiate illegal expenditures of State administered funds. An employee who knowingly submits, or a manager who knowingly approves, an unauthorized or illegal reimbursement request, will be subject to disciplinary action, up to and including dismissal, and may be prosecuted. Any employee who negligently submits or approves an inaccurate reimbursement request may be subject to disciplinary action, up to and including dismissal.
 3. The responsibility for the accuracy, legitimacy, and amounts for each travel reimbursement request rests with both the employee and the employee's immediate supervisor. Employees and Supervisors may refer to the *State Travel Policy* to determine the reimbursement rates.
 4. The Office of Financial Services (OFS) will not process statements for reimbursement without the electronic signature of the employee and supervisor in the Concur Travel System (TTE).
 5. OFS is responsible for the final review and approval of each submission in the Concur TTE system and will process approved reimbursements as they are received.
- D. Authority to Approve Travel:
1. The Concur Travel System (TTE) will use the (HCM) payroll file to determine the approval hierarchy. Exceptions can occur when the Commissioner, Chief of Staff/Assistant Commissioner, Chief Financial Officer, Associate School Superintendent, or Deputy Commissioner assigns a designee to approve an employee's travel statement. In the event the names of the designees change, an email should be sent to DJJTRAVEL@djj.state.ga.us requesting the change in Concur (TTE).
 2. The names of those persons no longer authorized to approve travel related activities must be sent to the OFS via the DJJTRAVEL@djj.state.ga.us inbox.
 3. Persons approving expense statements for payment must know these procedures and apply them in the review of each expense statement.
- E. Prior approval must be obtained for the following:
- Interstate travel;
 - Air travel;

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- Commercially leased vehicles (rental cars);
 - Conference registration; and
 - Travel advances.
1. All out-of-state (interstate) travel must be approved, in advance, by the Commissioner or designee. Employees requesting interstate travel will complete the Interstate Travel Request Form (Attachment A).
 2. Requests for the use of commercially leased vehicles (rental cars) must be approved in advance by the employee's supervisor. Car Rental Reservations must be made using the Concur Travel System (TTE) (<https://www.concursolutions.com/>).
 - a. All commercially leased vehicles will be secured using the statewide contracts issued by the Department of Administrative Services.
 - b. All rental cars will be secured using prudent judgment regarding budget constraints.
 - c. Specific procedures and guidelines for renting vehicles are outlined in the DJJ Office of Property Management Guide.
 3. Division/Office Directors will develop an internal structure for approving travel within the State of Georgia. The internal approval structure should be reviewed and approved by the Chief Financial Officer.
 4. Division/Office Directors will establish an internal process for authorizing attendance at conferences, seminars, meetings, and other gatherings. Attendance may be authorized for those individuals whose jobs are directly related to the purposes and goals of the meetings and whose attendance would benefit the Department. The internal process should be reviewed and approved by the Chief Financial Officer.
 5. Employees will incur travel expenses and seek reimbursement from DJJ. In some cases, however, when the employee does not have a personal or corporate charge card, does not have personal funds to incur such expenses, or in special exceptions authorized by the Commissioner, the Department may issue an advance of funds to cover estimated travel expenses. Travel advances are limited and available only to an employee whose current annual salary is \$50,000 or less.
 - a. In the event an employee is in need of a continuous travel advance, all travel expenses incurred during each pay period shall be reported and submitted at the end of the period (i.e., reconciled to the applicable travel advance for that period). Full recovery of such travel advance is not required until the employee is removed from continuous travel status.
 - b. Non-continuous advances will be made for the projected cost of subsistence, registration, and other out of pocket expenses associated with

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one-time travel, when those expenses are expected to exceed \$1,000. Larger expenses, such as airfare, will be paid separately. Non-continuous advances will not exceed \$1,000 except in special circumstances with approval from the Chief Financial Officer.

- c. Requests for advances of funds will be made and approved using the Travel Advance Authorization in the Concur/TTE travel system 10 days prior to the anticipated receipt of the advance.
- d. Each advance will be closed out prior to requesting another advance.
- e. Requests for more than one advance at a time will be denied.
- f. On a monthly basis, the Office of Human Resources will notify OFS of employee terminations. All employee reimbursement requests must be submitted as soon as possible, in conjunction with an employee's last day of employment, when applicable, but no later than 45 calendar days after the last day of employment.

Note: Should any terminated employee granted a cash advance fail to file for travel expense reconciliation and reimbursement as provided by regulations, State Law provides that an agency shall file a certification of the amount of the advance with the Office of Planning and Budget. This amount shall then become a lien against any and all funds due the employee from the State, the Employees Retirement System of Georgia, or the Teacher's Retirement System of Georgia. It shall be the agency's responsibility to recover the amount of any cash advances for which no accounting has been made, either from funds owed the employee by the agency, or by notifying the appropriate retirement system of the amount due. In the latter case, the retirement system must remit all funds due the employee, up to the amount specified, within 30 days of notification. If the cash advance is not recoverable from the employee or from funds held by the State on behalf of the employee, the agency head shall be responsible for seeing that the amount of the advance is repaid to the State.

- g. Employee travel expenses associated with advances must be reconciled and submitted no later than 5 working days after completion of the trip or event. Any portion of an advance that was not used must be returned to the Department, via money order, within this same timeframe.
- F. The approving authority will review each Employee Travel Expense Statement before the statement is approved for payment and prior to submission to OFS. Care will be taken to verify that all charges are reasonable and in accordance with the *State Travel Policy*, that all receipts and documentation are attached, and that all calculations are accurate.
- G. OFS will audit Employee Travel Expense Statements prior to processing for payment.

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IV. LOCAL OPERATING PROCEDURES REQUIRED: NO