

## Travel

**Before processing your travel form for reimbursement, be sure to read the change in the travel form at the bottom of this page.**

The most economical mode of travel should be used. However, a person can use their personal vehicle even when it is not the most economical mode but will be reimbursed only 28.5 cents per mile.

To determine the rate for using a personal vehicle, the user must determine the most economical method of travel (either personal vehicle, DOAS vehicle, or Enterprise rental car). The user can determine this as follows.

There is a form on the DOAS website. The website is <http://ssl.doas.state.ga.us/vehcostcomp/>. You enter the number of days and the number of miles. This calculates dollars to determine the most economical mode. In addition to this information, the individual's time should also be considered in the most economical method.

The current travel reimbursement rate is 48.5 cents per mile if an individual uses a personal vehicle and no Departmental or DOAS motor pool vehicle or rental vehicle is available.

If a Departmental or DOAS motor pool vehicle is available, or the rental car is the most economical method and the employee chooses to use their personal vehicle, then they are reimbursed at 28.5 cents per mile.

If a DOAS car is used, you follow the normal procedure. If a rental car is used, you follow the car rental procedure. Make your reservation at 1-800-rent-a-car. Tell them this is to be billed to the Department, customer ID 03W5183. Submit a basic expense form immediately to the Travel Subsection of Accounts Payable in the Office of Financial Services with all the coding information, the dates of the vehicle rental, and the approving authority's signature.

Other factors such as a person's time going to get a vehicle, returning a vehicle etc should be taken into consideration in addition to the calculation on the DOAS web site.

## Travel Form Updated

The new travel form has a new field on Line 1 that is for indicating the most economical method. Entry of a P or D is required. The PC will automatically calculate the correct mileage reimbursement rate based on this entry so it is imperative it be entered correctly.

**It is the approving authority responsibility to insure the most economical method is used. When approving the travel statement, the approving authority is attesting to the fact that it is coded with the most economical method.**