

## TRAVEL PER DIEM & MILEAGE POLICY

The purpose of this policy is to establish guidelines for reimbursing employees for reasonable and necessary expenses incurred during official travel in accordance with conducting Rockdale County business and/or training.

### I. PURPOSE

The purpose of these policies and procedures is to provide guidelines for implementation of the Rockdale County Travel Expense ordinance. [Ord. No. 2002-23]

### II. POLICY STATEMENT

It shall be the policy of Rockdale County to utilize the most recent U.S. General Services Administration (GSA) per Diem Rate and Mileage Reimbursement rate guidance. Employees must refer to the GSA rates for the specific location of travel, as well as the current mileage rate established by GSA: <https://www.gsa.gov/travel>

### III. PER DIEM RATES, ALLOWANCES, AND MILEAGE REIMBURSEMENT

#### A. Meals & Incidentals (M&IE):

Rates can be accessed on the GSA government website (GSA Per Diem Rates). Rates are set by fiscal year effective October 1 each year.

1. The per diem allowance includes expenses for breakfast, lunch, dinner, and incidental expenses. Rates may vary depending on the location and category of travel, please refer to GSA website for updates.
2. The County will provide a breakdown of daily meal allowances based on the GSA rates.
  - a. M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.
  - b. M&IE Total = Breakfast + Lunch + Dinner + Incidentals.
  - c. Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals.
  - d. First & last day of travel - Amount allowed on the first and last day of travel will equal 75% of total M&IE.

#### B. Mileage Rate:

Rates can be accessed on the GSA government website (Transportation -Privately owned vehicle (POV) mileage reimbursement). Rates are set by fiscal year effective January 1 each year.

1. Mileage will only be reimbursed to an employee if use of privately owned automobile is authorized or if no Government-furnished automobile is available.
2. If a government-furnished automobile is available for use and an employee decides to drive their own private vehicle instead, reimbursement will not be provided.
3. Mileage must be calculated from the starting location of the Rockdale County Courthouse (922 Court Street, Conyers GA 30012) to the destination address.

**IV. POLICY COMPLIANCE**

Employees are expected to comply with this policy and GSA guidelines to ensure accurate reimbursement. Non-compliance with this policy may result in the denial of reimbursement for excess expenses or inaccurate mileage.

- A. Employees are required to obtain advance approval for official travel. Travel requests should be submitted to the Department Head, or their Designee. If applicable, said request must be sent to Talent Management for review and approval.
- B. Employees must submit a detailed expense report for official travel, including receipts for expenses and odometer readings, to the Finance Department in accordance with their reimbursement guidelines.

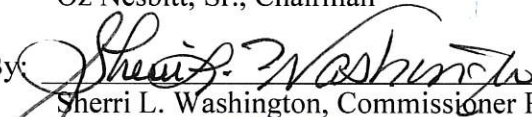
**V. POLICY CHANGES**

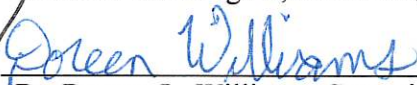
This policy will be reviewed periodically to ensure alignment with GSA guidelines and any relevant updates. The County reserves the right to delete, modify, amend, or terminate this policy at any time with or without prior notice.

Approved this 27<sup>th</sup> day of August, 2024.

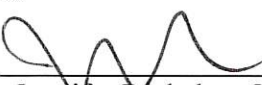
Rockdale County, Georgia  
Board of Commissioners

By:   
Oz Nesbitt, Sr., Chairman

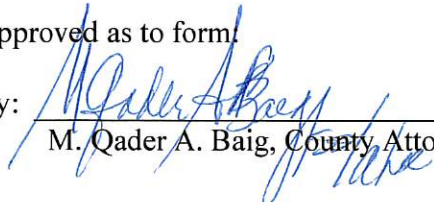
By:   
Sherri L. Washington, Commissioner Post I

By:   
Dr. Doreen L. Williams, Commissioner Post II

Attest:

By:   
Jennifer Rutledge, County Clerk

Approved as to form:

By:   
M. Qader A. Baig, County Attorney