

Georgia Department of Public Safety Policy Manual

SUBJECT EXPENSES	POLICY NUMBER 7.06
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 2/22/2013

7.06.1 Purpose

To provide general guidelines regarding departmental expenditures and reimbursements.

7.06.2 Policy

Operational expenses incurred by this department shall be paid as provided for in established Department of Audits Rules and Regulations. The Georgia Department of Public Safety shall reimburse members for expenses incurred while in the performance of their official duties, in accordance with the Department of Audits Statewide Travel Regulations.

7.06.3 Procedures

- A. This Department pays no sales tax within the state of Georgia. Contact the Fiscal Division for an exemption form.
- B. Travel Authorization
 - 1. No reimbursement for travel shall be made unless the Commissioner of the Department of Public Safety or designee, the Deputy Commissioner, has granted prior authorization. Travel approval shall comply with State Audit and Office of Planning and Budget guidelines.

When expense statement requests are made through the proper chain of command, the applicable Division Director of the Department shall approve or deny the request. Electronic means of communication are acceptable.

- a. Transportation
 - 1) Reimbursement for transportation within the State may be for use of personally owned vehicles or common carrier.
 - 2) Transportation outside the State shall be by common carrier unless specific authorization is received prior to the trip for the use of privately owned or State owned vehicles. In cases where a common carrier would be more expensive or less advantageous to the Department, reimbursements for transportation will be made only for personal vehicle mileage, or when out of state, rented or leased vehicles or travel by common carrier.

- b. Reimbursement for use of privately owned vehicles shall be at the rate per mile provided in Georgia Code for the actual mileage traveled in the performance of official duties. Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. During the normal work week, the point of departure will be either the employee's residence or headquarters, whichever is nearer the destination point. During weekends and holidays, employees should use the actual point of departure to calculate travel mileage. The authorized mileage rate is exclusive of the expenses incurred in the operation of a personal vehicle. The Department reimburses for tolls, parking, etc.
 - c. Reimbursement for use of common carrier shall be made on presentation of a ticket stub, receipt or other documentary evidence of expenditure. Travel by airline shall be minimum fare service.
 - d. Limousine service, taxi or trolley fares will be reimbursed only when actually incurred in connection with common carrier service to and from the terminal. Receipts, as well as a point-by-point explanation of such service, shall be submitted.
 - e. Baggage handling service shall be reimbursed only when actually incurred in moving luggage.
2. Subsistence
- a. Reimbursement claims for subsistence (food and lodging) are to be reported on the Travel Expense Statement (DPS 601) by placing an amount for each item. No subsistence shall be paid when a member is on sick or annual leave.
 - b. Hotel/Motel Lodging Reimbursement
 - 1) Shall be made for hotel/motel lodging within reasonable limits upon presentation of a paid bill.
 - 2) Charges in excess of the reasonable rate shall be accompanied by written justification.
 - 3) Reservations shall be made in advance for the minimum rate accommodations.
 - 4) When a room is shared with another member, reimbursement shall be on a prorated basis.
 - 5) No member shall be reimbursed for more than the single room rate.
 - 6) Lodging expense shall be overnight accommodations only, unless specifically authorized.
 - 7) In order to obtain an exemption of the local hotel/motel excise tax, present the Form-HMTAX 1 illustrated. If the form is not presented, the employee will not be reimbursed for hotel/motel excise tax, excluding out-of-state travel.
 - c. Cost of Meals Reimbursement

- 1) Shall be made for the per diem cost of meals within the maximum limit set periodically.
 - 2) Charges in excess of the statewide travel regulations are not reimbursable.
 - 3) Shall not be made for breakfast on the day of departure (if later than 6:30 a.m.) nor dinner on the return trip, unless arrival at the member's residence is after 7:30 p.m. The noon meal is not reimbursable unless overnight lodging is incurred or the member was away from home on the work assignment for more than 13 hours.
- d. Out-of-State travel expenses for meals and lodging may exceed the quoted guidelines for in-state travel expenses, but they shall follow the Federal guidelines and any unusual amounts shall be justified.
3. Miscellaneous
- a. Registration fees for conventions, conferences, etc., which a member is directed and/or authorized to attend, shall be allowed when supported by an original paid receipt.
 - b. Expenses for official telephone messages, which shall be paid for by the traveler, are allowable. Reimbursement claims shall indicate the location from which the communication was made, the person contacted, and the justification.
 - c. Gratuities shall be reimbursed for services such as taxi and baggage handling into and out of lodging places and transportation terminals.
 - d. Expenditures for entertainment, laundry, valet services and other personal expenses shall not be reimbursed.
4. Travel Advance (Minimum of \$250)
- a. Authorization for a travel advance shall be given by the Division Director/Adjutant, through the chain of command, on the DPS-744 for each travel advance to single-trip members and annually for continuous travel members.
 - b. May be given for anticipated subsistence, mileage and other transportation costs, as set by the State Auditor.
 - c. Only one advance at a time shall be allowed. The first advance shall be cleared before applying for an additional advance.
 - d. Each member receiving a travel advance shall acknowledge receipt and is fully responsible for accounting for the funds as set out by the State Auditor.
 - e. Liability of the member extends to lost or stolen funds. The approving authority is accountable and should maintain a reminder file of advances for accounting purposes.
 - f. Travel Advances for specific trips shall be recovered as follows:

- 1) When allowable expenditures reported on the travel voucher exceed the travel advance, the employee shall be reimbursed for the amount of excess.
- 2) When allowable expenditures reported on the travel voucher are less than the travel advance, the member shall reimburse the Department for the difference at the same time the travel voucher is submitted.
- 3) If the travel is canceled or indefinitely postponed, any travel advances shall be refunded immediately.
- 4) If a member granted a travel advance should fail to file an accounting and reimbursement form within 14 days of return, their immediate supervisor and the Commissioner's Office shall be notified.
- 5) Where a member is on continuous travel duty and has been given standing travel authorization, full recovery of travel advance is not required until June of each year or until the member is removed from continuous travel status or until termination, whichever comes first.
- 6) The member and their Division Director are responsible for insuring that the travel advance does not exceed the expected travel expenses for one pay period.
- 7) Travel expenses incurred during each pay period shall be reported on a travel voucher at the end of the period.

C. Rental Vehicles

No vehicles shall be rented by members of the Georgia Department of Public Safety for Departmental business unless approved by the applicable Division Director for the Department.

D. Membership Fees and Dues

1. With the consent of the State Auditor, dues and fees may be approved where membership is in the name of the Department, or
2. Membership is in the name of an individual, but the individual is required by the Department to be a member of the organization as part of employment and to perform services that are beneficial to the Department.

E. Donations

1. In order for the Department to accept any donations, a Donation Form shall first be completed and submitted to the Board of Public Safety.
 - a. The Donation Form can be obtained from the Comptroller's (Administrative Services) Office;
 - b. Donations shall be unconditionally donated, and
 - c. No loaning of property for more than 72 hours.

F. Medical Expense Certification

1. In order to provide adequate controls over medical, surgical and similar expenses authorized in O.C.G.A. § 35-2-9, for members of the Georgia Department of Public Safety, the following procedures shall be adhered to:
 - a. Invoices for services rendered by a physician shall be required, properly executed by the appropriate attending physician;
 - b. Invoices for drugs and prescriptions shall bear the name of the prescribing physician entered by the pharmacist certifying receipt, and
 - c. Questions relative to this paragraph shall be directed to the Workers' Compensation Clerk.

G. Utilities

Post Commanders shall submit all utility bills for their Post to the Administrative Services Division for payment.

H. Vehicle Repair and Expense

1. The Department Garage performs the following functions:
 - a. Completely equips new cars;
 - b. Wrecker service (blown engines, wrecks, etc.);
 - c. Prepare cars for surplus by removing all departmental equipment, such as blue lights, siren, radios, etc., and
 - d. Issue auto supplies for all Troop C and Headquarter units.
2. Post Commanders are urged to contact private garages or dealerships in their area to obtain the most economical rates for repair.

I. Notary Public Expenses (Fees)

The Department shall pay the fees of employees required to be notaries. This is restricted to the cost of the stamp and registration fee; this does not include the seal.

J. Issuance of Hand Drawn Checks

No hand drawn checks shall be issued except in an emergency situation. The Comptroller or their designee shall approve all hand drawn checks.

K. Purchasing Postal Stamps

The Post/Unit shall send an e-mail message to Accounts Payable Office giving the value and number of stamps needed. Upon approval, the Post/Unit shall then go to the Post Office, or other retailer that sells postage stamps, and use their Department P-card to make payment. (Please note that on-line postage purchases are not allowed.) The approval e-mail shall be included with the P-card reconciliation by scanning it in along with the receipt. Justification will be required for any requests above the equivalent of one roll of stamps.