

Unified Government of Athens-Clarke County

Helpful Tips for the New Travel Policy and Travel Card Program

The revised Travel Policy was adopted by Mayor and Commission on September 4, 2018. Travel forms and procedures have been updated and are listed below as a reference. These documents will soon be available on the Finance Department website.

- 1. Travel Policy**
- 2. Travel Card General Guidelines**
- 3. Travel Card Request Form**
- 4. Elected Official Credit Card Ordinance and Resolution (O.C.G.A. 36-80-24)**
 - Refer to the Travel Policy page 5, Section 1 *Applicability* for information regarding this state requirement
- 5. Travel Internal Control Policy**
 - Designates a Travel Card Coordinator for each Department and Constitutional and Appointed Office
 - Refer to the Travel Policy page 6, Section 4 *Travel Card Program* for more detail
- 6. Travel Expense Reconciliation Form**
 - Replaces the Travel Expense Reimbursement Form
 - Documents and authorizes all travel related expenditures (mileage, lodging, meals, other)
 - Requests reimbursement for travel costs incurred by the employee
 - Refer to the Travel Policy page 7, Section 5 *Travel Expense Reconciliation* for more detail
- 7. Personal Vehicle Mileage Reimbursement Form**
 - Requests reimbursement for mileage only in-town and out-of-town travel in a personal vehicle
- 8. Travel Advance Request Form**
 - To be used by Elected Officials without travel cards or employee emergency travel when a travel card is unavailable

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To get started:

1. Departments and Constitutional and Appointed Offices should review and complete the Travel Internal Control Policy form to designate a Travel Card Coordinator:

Required by policy.

- a. The form documents the responsibilities of the Travel Card Coordinator
 - b. A backup Travel Card Coordinator can be added to the form to serve in the absence of the Travel Card Coordinator
 - c. In larger departments and offices with frequent travel, it may be beneficial to designate a Travel Card Coordinator for each division
 - d. Completed forms should be sent to accounting@accgov.com and purchasing@accgov.com or interdepartmental mail
 - e. If the Travel Card Coordinator requires Bank of America Works Program training, please contact the purchasing department for training at purchasing@accgov.com
2. For instructions to request a travel card, refer to page 6 of the Travel Policy

Before travel:

1. Travel should be authorized prior to scheduling travel reservations and/or incurring travel expenses.
2. The Travel Card Coordinator will ensure that travel reservations comply with the Travel Policy and report any exceptions to the approving authority

During travel:

1. Employees must receive itemized receipts for all travel card expenses and any non-mileage reimbursable expenses
2. Use of a travel card for fuel purchases in a personal vehicle is an unauthorized expense

After travel:

1. Employee submits the completed Travel Expense Reconciliation form with attached receipts to the Travel Card Coordinator for signature by the Agency Head or their designee

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After travel (continued):

2. Travel Card Coordinator reviews the Travel Expense Reconciliation Form and receipts for accuracy and completeness:
 - a. Are all receipts attached and agree to the Travel Expense Reconciliation Form?
 - b. Are the travel expenses consistent with the Travel Policy?
 - c. Is the mileage reimbursement amount reasonable based on the travel destination using MapQuest, Google Maps or similar mapping system?
 - d. For any discrepancies or undocumented travel expenses, the Travel Card Coordinator should work directly with the employee to update the Travel Expense Reconciliation Form and receipts as needed
3. Travel Card Coordinator enters all **travel card** activity in Works, Bank of America's online card management service.
 - a. Select the proper travel related Eden expense account.
 - b. Attach scanned travel card receipts
 - c. Attach a scan of the Travel Expense Reconciliation Form that includes the authorization signature
4. **If the employee is owed money for non-travel card expenses:**
 - a. The Travel Card Coordinator should email scanned copies of the signed Travel Expense Reconciliation Form and any non-travel card receipts to accountspayable@accgov.com to request a reimbursement payment to the employee
5. If the employee owes ACC money for travel related expenses:
 - a. The Travel Card Coordinator should send the employee's payment and a copy of the signed Travel Expense Reconciliation Form to Financial Services through interdepartmental mail or drop off at the Finance Department's front counter
 - . **Include the Eden account number to be credited by the employee payment**

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6. Additional review of travel related expenses:
 - a. Departments should review travel expenses on the monthly appropriation detail report and reconcile to travel documentation as needed
 - b. Finance's Accounting Division will perform an annual audit of the travel card program expenses to determine if transactions are properly documented, properly authorized, and accurately reported in the financial system

If you have any questions, please contact the individuals listed below:

- c. Travel Policy – David Boyd, Finance Director at david.boyd@accgov.com
- d. Bank of America Works Website – Julie Donahue, Purchasing Administrator at purchasing@accgov.com
- e. Travel Forms – Eric Griffin, Accounting Administrator at accounting@accgov.com
- f. Request a Travel Card – Clair Sayer, Administrative Assistant at travelcard@accgov.com