

## TRAVEL GUIDELINES

### Mileage Reimbursement Rate:

\$0.655 per mile

(If leaving from residence on a normal work day for job-related trip, deduct the miles you normally commute from residence to and from your school or headquarters.)

### Meal Reimbursement Rate for Overnight Travel:

Employees traveling within the State of Georgia are eligible for up to \$50.00 of per diem to cover the cost of (3) meals per day. The \$50.00 per diem rate applies to all cities in Georgia.

**Breakfast - \$13.00**

**Lunch - \$14.00**

**Dinner - \$23.00**

If a breakfast, lunch, dinner, or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount.

### Meal Rates for Days of Departure and Return for Overnight Travel:

Employees traveling overnight, either in-state or out-of-state, are eligible for 75% of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ( $\$50 \times .75 = \$37.50$ ) As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel. When meals are provided to a Traveler in conjunction with out-of-state travel events on a travel departure or return day, the meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$50 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$23.50 [ $\$50 \times .75 = \$37.50$  less \$14 lunch = \$23.50].

- If **no meal** is provided on day of departure or return, employee receives: \$37.50
- If **breakfast** is provided on day of departure or return, employee receives: \$24.50  
( $\$50 \times .75 = \$37.50$  less \$13.00 breakfast = \$24.50)
- If **lunch** is provided on day of departure or return, employee receives: \$23.50  
( $\$50 \times .75 = \$37.50$  less \$14.00 lunch = \$23.50)
- If **breakfast & lunch** are provided on day of departure or return, employee receives: \$10.50  
( $\$50 \times .75 = \$37.50$  less \$27.00 breakfast & lunch = \$10.50)
- If **dinner** is provided on day of departure or return, employee receives: \$14.50  
( $\$50 \times .75 = \$37.50$  less \$23.00 dinner = \$14.50)

### Meal Per Diem for Non-Overnight Travel:

Employees on State business who travel more than 50 miles from their residence and primary work station on a work assignment, **AND** are away for more than twelve (12) hours, may receive the total day's per diem rate, even when there is no overnight lodging. The per diem allowance must, however, be adjusted for any meals provided to the traveler.