



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

**Approved Oct. 17, 2002;
amended Aug. 8, 2011*, amended
Aug. 19, 2011**

4.10

Financial Services

Reimbursement of Travel Expenses

1. Authority.
 - (a) O.C.G.A. §§ 15-18-40(c); 50-5B-3(3).
 - (b) State Accounting Office, Statewide Accounting Policy & Procedure, subj: Mandatory Direct Deposit (May 1, 2010).

2. Application.
 - (a) This policy applies to all personnel whose compensation is paid by the Prosecuting Attorneys' Council.
 - (b) Chapter 6 of the Rules of the Prosecuting Attorneys' Council applicable to District Attorneys offices governs reimbursement of travel expenses for:
 - (1) District Attorneys and state paid personnel within a District Attorney's office, including State Paid County Reimbursed (SPCR) personnel;
 - (2) Members of the Council; and
 - (3) The staff of the Council.

3. Reimbursement of Expenses.¹
 - (a) Effective August 8, 2011, all employees, including, but not limited to, District Attorneys, state paid personnel within a District Attorney's office, including SPCR, members of the Council and the staff of the Council whose compensation is processed through the PeopleSoft HCM central payroll system (system) for direct deposit directly into a bank(s) or other financial institution(s) of the employee's choice shall also receive payment for reimbursement of approved travel expenses by direct deposit rather than by paper check.

¹ Section 2 of Policy 4.10 was orally adopted by the Council on August 8, 2011 after the Council voted by a 2/3 vote to suspend both the By Laws requirement that Policies be adopted only after 30 days notice and in writing. The provisions of the oral motion were incorporated into Policy 4.10 and the revised policy was adopted by the Council on Aug. 19, 2011.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

**Approved Oct. 17, 2002;
amended Aug. 8, 2011*, amended
Aug. 19, 2011**

4.10

Financial Services

Reimbursement of Travel Expenses

- (b) An employee may request reimbursement to be paid to a third party, such as county government that provided a travel advance to the employee by fully completing the block on the State Travel Reimbursement form assigning payment to the third party. Reimbursement can only be assigned to a person or entity with a social security number or a Federal Employer Identification Number.