Rules of the Prosecuting Attorneys' Council of Georgia

Chapter 6

Travel Regulations

Part 1
General Provisions

6.1. **Authority**. These travel regulations are adopted pursuant to O.C.G.A. § 15-18-12, as amended by Ga. L. 1996, p. 382, and 15-18-45, as amended.[1]

6.2. **Application**.

a. Unless otherwise specifically stated herein, these travel regulations apply to:

(1) Official travel by a district attorney, or state paid assistant district attorney, investigator or secretary appointed by a district attorney pursuant to O.C.G.A. §§ 15-18-14, 15-18-14.1 or 15-18-17, as amended.

(2) All official travel by members of the Council when in the performance of their official duties as members of the Council;

(3) All official travel performed by a prosecuting attorney or member of the staff of a prosecuting attorney when such person is serving as a member of a committee appointed by the Council or when such travel is authorized by the Council or the Director, to the extent that such expenses are not otherwise reimbursed by an agency of the State of Georgia;

(4) All official travel by members of the staff of the Council;

(5) Travel by persons serving as instructors or members of the faculty at a continuing education program being conducted by the Council.

(6) Expenses incurred by a prosecuting attorney or a member of the staff of a prosecuting attorney while attending continuing education programs conducted by or approved for credit or reimbursement by the Council pursuant to O.C.G.A. § 15-18-45, as amended, to the extent that funds are available and such expenses are not otherwise reimbursed by an agency of the State of Georgia or any of its political subdivisions. See Part 6.7.

b. These travel regulations do not apply to travel by county-paid personnel of a district attorney who will are reimbursed for such travel by a county governing authority pursuant to O.C.G.A. §§ 15-1-11, 15-18-20, 15-18-68 or the provisions of any general or local law which authorizes such reimbursement.

6.3. **Definitions**. As used herein or in the Statewide Travel Regulations:

a. "Committee" includes management assistance teams appointed by the Director.

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[1] These Travel Regulations supersede the Travel Regulations adopted by the Council on March 11, 1996 and published in Chapter 9 of the Prosecuting Attorney's Deskbook.

b. "Council" means the Prosecuting Attorneys' Council of Georgia.

c. "Director" means the Director of the Prosecuting Attorneys' Council staff.

d. "District attorney investigator" means an investigator appointed by a district attorney pursuant to O.C.G.A. § 15-18-14.1.

e. "Employee" means:

(1) a district attorney;

(2) a state paid assistant district attorney;

(3) a state paid district attorney investigator;

(4) a state paid district attorney secretary;

(5) a member of the Council;

(6) a member of the Council staff;

(7) a member of a committee appointed by the Council; and

(8) a prosecuting attorney or a member of the staff of a prosecuting attorney while attending continuing education programs conducted by or approved for credit or reimbursement by the Council pursuant to O.C.G.A. § 15-18-45, as amended.

f. "Prosecuting attorney" includes a district attorney, solicitor of a state court or juvenile court, the Attorney General of this State or a member of his or her staff.

g. "Scheduled meeting" includes meetings between a member of the Council staff and a prosecuting attorney or member of the staff of a prosecuting attorney, law enforcement officers or witnesses, which is held in preparation for or during a judicial proceeding under circumstances where the actual cost of such meals would be reimbursable pursuant to Rule 6.6(b)(4) on p. 4.

6.4. Statewide Travel Regulations.

Except as otherwise provided herein, the Statewide Travel Regulations promulgated by the State Auditor's office and the Office of Planning and Budget (OPB) pursuant to O.C.G.A. § 45-7-28.1 (Ga. L. 1979, p. 1365), and any subsequently adopted amendments or revisions thereto, are hereby adopted as the travel regulations of the Council and incorporated herein by reference. (A copy of these regulations appears beginning on page A-1.)

Part 2

Reimbursement of Travel Expenses For District Attorneys, State Paid District Attorney Personnel, And Council Staff

6.5. Travel Authorization.

a. Except as provided in Section 6.5(b), prior written authorization is not required for travel within the State of Georgia when the expenses incurred will not exceed the approved daily reimbursement rates.

b. Prior written authorization is required:

(1) For travel outside the State of Georgia;

(2) When the estimated expenses will exceed the daily reimbursement rate;

(3) For travel by private aircraft as provided in Section 7.

c. Who may approve travel:

(1) For employees of a district attorney's office, the district attorney; and

(2) For the Council staff, the Director, Deputy Director or Director of the Drug Prosecution Division.

d. The authorization form shown *in Appendix A (p. A-3) (Form PAC-T-1)* may be used to authorize out of state travel. A copy of the authorization shall be attached to any reimbursement request for travel requiring prior authorization.

6.6. Subsistence.

a. General.

(1) Statewide travel regulations apply, except as provided in this Section.

(2) Where the Council has obtained special rates for meals or lodging at one or more facilities in conjunction with a continuing education program or any other activity conducted by the Council, reimbursement is limited to the special rate(s).

b. Meals.

(1) Reimbursement will be made for actual costs of meals within limits set forth in the Statewide Travel Regulations.

(2) Expenses for three meals exceeding the daily limit established by Chapter 3 of the Statewide Travel Regulations must be explained on the travel expense voucher.

(3) Reimbursement of claims for fewer than three meals per day will be evaluated in terms of the daily limit. In normal circumstances it is expected that dinner should cost more than lunch, and lunch more than breakfast. If only one or two meals are claimed, charges in excess of limits established by Chapter 3 of the Statewide Travel Regulations must be explained.

Authority: O.C.G.A. §§15-18-12; 15-18-19(e); 45-7-28.1 (Effective date: October 1, 1998)

(4) Except as otherwise provided in the Statewide Travel regulations, when employees are required to travel on official business and do not stay overnight, reimbursement for the noon meal will be allowed when the employee travels outside the county in which the principal office of such employee is located and the employee is away form the principal office for more than 8 hours. [NOTE: Requests for reimbursement for the noon meal when there is no overnight stay on a continuing basis will not be allowed without prior approval.]

(5) Reimbursement for tips will be allowed in accordance with Ga. Op. Att'y Gen. 70-28 (March 6, 1970); tips should be included in the price of the meal.

(6) Reimbursement of breakfast expenses is allowed if the employee's duties require departure prior to 6:30 a.m., and for dinner expenses if duties require returns later than 7:30 p.m.

(7) Receipts for meals are not required.

Authority: O.C.G.A. §§ 15-18-12; 15-18-19; 45-7-28.1. (Effective date: 1st day of the month following ratification by a majority of the District Attorneys.)

c. Lodging.

(1) All lodging claims must be documented by receipts.

(2) It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations available will be utilized, that "deluxe" hotels and motels will be avoided, and that government or commercial rates will be obtained whenever possible. (Holiday Inns provide discounts when employees use the state's identification number 38816-5.) Many hotels and motels grant commercial rates upon request to state employees who show identification.

(3) Charges exceeding reasonable rates must be explained on the travel expense vouchers. These rates may be exceeded and be justified if an employee stays at a higher cost motel where a meeting is held in order to avoid excessive transportation costs between a lower cost motel and the location of the meeting.

(4) O.C.G.A. § 48-13-51(a)(1) (Ga.L. 1987, p. 635, § 1), provides that Georgia state or local government officials or employees traveling on official business within the State of Georgia shall not be charged county or municipal excise tax on lodging. The form required to be filed with the hotel or motel to avoid this tax being charged is shown in Appendix F.

(5) When a room is shared with other state or county employees on travel status, reimbursement will be calculated, if practical, on a pro rata share of the total cost. A state employee on travel status, if accompanied by someone who is not a state employee on travel status, would be entitled to reimbursement at a single room rate. When a room is shared with another state employee on travel status, their names must be listed on the travel reimbursement form.

d. Transportation.

(1) No transportation costs will be allowed between an employee's place of residence and his/her official headquarters. Reimbursement will not be allowed for expenses other than those incurred by the employee in travel status; payments to friends or other individuals will not be allowed. The point of departure on weekends or holidays should be the individual's actual point of departure.

(2) Travel by Personally Owned Vehicle.

(A) Reimbursement for transportation expenses incurred by use of personally owned vehicles will be at the rate per mile as provided by O.C.G.A. § 50-19-7 ($0.25) for the actual miles traveled in the performance of official duties.

(B) When possible, employees should attempt to travel together to the same destination in one vehicle.

(C) Actual odometer readings will be reported; however, **personal mileage will be excluded** in determining the mileage for which reimbursement may be made.

(D) Employees should claim mileage based on the most direct route from the point of departure to destination. Deviations due to field visits, picking up passengers, etc., must be explained on the travel expense voucher.

(3) Travel by Rented or Public Transportation.

(A) Prior approval as provided in Section 6.5(b) is required for travel by rented or public transportation.

(B) See State Travel Regulations, Chapter 6.

(4) Private Aircraft.[2]

(A) Except as otherwise provided in this paragraph, reimbursement for the usage of private aircraft will be at the same rate as specified in the Statewide Travel Regulations for the actual air mileage via the most direct route from the employee's official work location and the destination, or the air common carrier rate, whichever is less.

(B) Whenever travel by private aircraft is contemplated, prior written authorization is required or reimbursement will be denied.

(C) If travel by private aircraft has been approved, a copy of the completed FAA Form 7233-1 Flight Plan must be attached to the request for reimbursement. See page 6-1.

(D) If travel by private aircraft eliminates or reduces the need for overnight accommodations, the employee may be reimbursed for the actual cost of fuel used in such flight in an amount not to exceed $100.00 per flight or the amount equal to

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[2] The Council travel regulations concerning travel by private aircraft were approved by the State Auditor and the Office of Planning and Budget in 1978.

what the actual cost of lodging plus the cost of transportation would have been. Copies of receipts for the fuel purchased must be attached to the request for reimbursement."

Section 2. This Rule shall be effective upon the first day of the month following its ratification by a majority of the District Attorneys as provided in subsection (c) of O.C.G.A. § 15-18-19.

(5) Travel by Government Owned Vehicles or Aircraft by District Attorney Personnel.

(A) If state paid District Attorney personnel are provided a county-owned vehicle, the county is entitled to be reimbursed for the actual mileage driven on official business at the rate of $0.25 per mile.

(B) If the state paid employee is provided with a State-owned motor vehicle which is maintained by the county, the county is entitled to be reimbursed for the actual costs of gas, oil, and lubricants used in operating such motor vehicle.

(C) No reimbursement will be allowed for travel between an employee's place of residence and his official headquarters.

(D) Travel by county owned vehicle must be documented in the same manner as travel by personally owned vehicles. However, a separate travel expense voucher, PAC Form T-2, must be submitted for the mileage.

(E) Those utilizing government owned aircraft should also indicate such as a mode of transportation. Reimbursement will be based on the actual cost.

e. Miscellaneous Expenses.

(1) Registration Fees.

(A) Statewide travel regulations apply, except as provided herein.

(B) The Council reserves the right to pay registration fees directly to the sponsoring organization, in which case no reimbursement will be allowed.

(2) Expenses for official telephone and telegraph messages which must be paid for by the employee while on travel status are allowable. Reimbursement claims will indicate the location from which made, the person contacted, and justification for the communication.

(3) Postage expense incurred by the employee relative to travel will be allowed.

(4) Expenses for stationery, supplies, and stenographic or duplicating services which are incurred by the employee in conjunction with official travel may be allowable if reasonable. Any such claims should be accompanied by a written explanation and invoice.

(5) Claims for laundry, valet service, theater, entertainment, and alcoholic beverages will not be reimbursed unless specific legal authority has been established.

(6) Other Miscellaneous Expenses.

Only those expenses incurred which have a direct relationship to the authorized activity in which the individual was engaged and which are reimbursable under the Statewide Travel Regulations will be reimbursed.

6.7. Travel Advances. To be published.

Part 3

Reimbursement of Non-state Paid Personnel for Expenses Incurred While Attending Council Supported Continuing Education Programs

6.8. General. The Council is authorized to provide reimbursement of actual expenses incurred by eligible personnel assigned to the office of a prosecuting attorney of this State[3] in conjunction with attendance of approved basic and continuing education programs pursuant to O.C.G.A. § 15-18-75.

6.9. Application. This Part applies to the following:

a. Continuing education courses conducted by the Council.

b. Continuing education courses conducted by other organizations which have been approved by the Council for reimbursement.

6.10. Attendance.

a. Where a program is offered at more than one location, approval will be given to attend the one held closest to the workplace of the person requesting approval.

b. Where attendance is the sole criteria for completion of an approved continuing education program, reimbursement is conditioned on attendance.

c. No reimbursement will be made if the individual fails to comply with the attendance policies of the sponsoring organization or if the individual fails to attend, without a valid excuse, 80% or more of the program scheduled for the time period for which reimbursement is sought.

d. Where examinations or standards of performance are employed as integral parts of approved continuing education programs, reimbursement will be limited to one-half (½) of the costs associated with the program if the individual attending fails to complete the program satisfactorily.

e. Where a person attending an approved program ceases to be employed by a prosecuting attorney during the program, no reimbursement will be allowed.

6.11. Attendance at Similar Courses. With the exception of refresher training, individuals attending as students will not be reimbursed for costs associated with programs which are the same or substantially similar to a program which the individual has previously attended.

6.12. Terms and Conditions. Reimbursement of costs incurred attending approved programs may be conditioned

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[3] This includes personnel who are habitually assigned to the prosecuting attorney's office from other agencies.

on the individual:

a. Performing tasks which will disseminate the information learned during the program to other prosecuting attorneys in Georgia, such as teaching at a Council seminar or writing a paper for publication by the Council on the subject matter of the program.

b. Remaining employed by a prosecuting attorney for the State of Georgia for a specified term of years or months or refunding the costs to the Council.

6.13. Courses Conducted by Organizations Other Than the Council.

a. Subject to the availability of funding, the Council may provide financial support in the form of reimbursement of actual expenses incurred by personnel employed in a prosecuting attorney's office while attending continuing education course conducted by organizations other than the Council. Any such reimbursement is subject to the limits set by the Statewide Travel Regulations.

b. Travel and Training Requests.

Requests for financial support must be submitted on a Scholarship Application, Form PAC T-3, (see page 5-1) not less than 15 days prior to commencement of the continuing education program. The request for training must be signed by the District Attorney or State Court Solicitor. A copy of the brochure or other course information concerning the content of the program must accompany the Training Request.

c. Standards for Evaluating Continuing Education Programs.

All continuing education programs will be evaluated on a case by case basis using the following criteria:

(1) The subject matter covered must be within the jurisdiction of the employing prosecuting attorney and directly related to the individual's duties.

(2) An out-of-state program will not be approved for reimbursement if the same or substantially similar program is conducted within the State of Georgia.

(3) Basic courses (trial tactics, criminal law, etc.) held outside the State of Georgia will not be approved unless there is a showing of extraordinary need.

(4) Reimbursement of training for investigators from Council training funds is limited to courses directly related to the duties of the investigator in a prosecuting attorney's office. General police investigative courses will not be funded with Council training funds. **Note:** *District Attorneys with state paid investigators may use circuit travel funds to pay the costs associated with their investigator attending a general police investigative course.*

(5) Requests for attendance at continuing education programs which are located at resort areas or which are more than 900 miles from the individual's residence, will not be approved unless the employing district attorney or state court solicitor submits a written justification explaining why the individual *needs* to attend the particular program.

(6) The fact that a program may meet these standards does not guarantee funding approval by

the Council.

6.14. Prosecuting attorneys-elect.

a. Any person who has been elected to office as a prosecuting attorney of this State shall be considered as a prosecuting attorney for the purpose of such person attending continuing education programs. In order to comply with the provisions of Ga. Const. 1982, Art. III, Sec. VI, Para. VI, the Council will request that the prosecuting attorney-elect be appointed as a special assistant prosecuting attorney by a district attorney or state court solicitor.

b. A person shall be considered to have been elected as a prosecuting attorney upon such person having been certified as the winner of the last contested election required for election to such office. A person who qualifies for the office of prosecuting attorney without opposition shall be considered a prosecuting attorney-elect from the time qualifying has been completed.

Part 4

Reimbursement Procedures

6.15. Generally.

a. State Paid District Attorneys' Personnel.

(1) All reimbursements are subject to the approved budget for the Judicial Circuit. Expenditures which exceed the approved budget for the Judicial Circuit will not be paid except when authorized by the Prosecuting Attorneys' Council of Georgia at any regular or specially called meeting.

(2) State paid personnel requesting reimbursement for travel expenses, other than travel by state or county-owned vehicles, will submit claims on the standard expense voucher form PAC T-2 (See p. B-3).

(3) Mileage expenses for state or county owned vehicles will be submitted on a separate PAC T-2. Explanations should be included and receipts attached as indicated above. The reimbursement request must contain the County FEI number.

(4) The form must be signed by the employee.

(5) The District Attorney is responsible for examining and approving claims for reimbursement under these regulations and as required by the State Travel Regulations. Claims shall be reviewed to ensure they are reasonable, accurate, and only cover expenses which were actually incurred in the performance of official duty.

b. Requests for reimbursement for travel expenses must be received by the Council on the appropriate form within 90 days of the expense being incurred. Requests for reimbursement which are submitted after 90 days will not be reimbursed.

c. If travel occurs within the last 30 days of the fiscal year (between June 1 and June 30), the employee must promptly notify the fiscal office of the Prosecuting Attorneys' Council if for any reason the reimbursement request cannot be submitted by July 15.

d. The Council staff will review all requests for reimbursement to insure that expense vouchers submitted are accurate.

e. When claims for reimbursement exceed the limits established by the Statewide Travel Regulations, a signed written explanation of the higher amounts must be attached to the request for reimbursement form.

f. All requests for reimbursement must be signed by the person seeking reimbursement and must include the individual's social security number.

g. Requests for reimbursement of a county for travel by state-paid personnel in County vehicles must include the county FEI number.

h. Documentation of the following expenses is required and an original bill, receipt or other documentation must be attached to the request for reimbursement:

(1) Registration fees.

(2) Lodging

(3) Travel by commercial common carrier.

(4) Parking and toll fees.

(5) Travel by private aircraft (see page 5).

(6) Miscellaneous expenses.

i. If a bill, receipt or other supporting document required by the Statewide Travel Regulations or these rules has been lost, a signed notarized statement explaining the absence of such documentation shall be submitted.

6.16. Continuing Education Programs.

a. Submit requests for reimbursement on Form PAC T-5 (See page 6-1).[4] For some programs, the Council will provide overprinted forms to be used in conjunction with a particular program.

b. A copy of the approved Scholarship Application, Form PAC T-4, must be attached to requests for reimbursements for non-Council conducted programs.

6.17. Other Travel.

a. Submit requests for reimbursement on Form PAC T-1 (See page C-1).

b. A copy of the approved Travel Authorization (Form PAC-T-1) Scholarship Application, Form PAC T-2, or other written authorization must be attached to requests for reimbursements where prior

[4] The use of forms PAC T-3 and T-5 in lieu of the standard state travel expense voucher form was approved by the State Auditor and the Office of Planning and Budget in 1978.

approval is required under Section 4 of these Regulations.

Part 5

Miscellaneous

6.18. Coordination of Reimbursements.

a. The Council will reimburse travel expenses only to the extent that such expenses have not been reimbursed by any other agency of the State of Georgia or any of its political subdivisions.

b. An individual who intends to seek reimbursement from the Council may obtain a travel advance from a political subdivision, provided that such advance is repaid by the individual. The Council cannot provide direct repayment to a political subdivision of this State for a travel advance made to an individual who is entitled to reimbursement under these Rules.

6.19. Forms.

Copies of all forms required by these Regulations are available upon request from:

Prosecuting Attorneys' Council of Georgia
Suite 420
3200 Highlands Parkway
Smyrna, Georgia 30082-5192

Phone: 770-438-2550

6.20. Audits. All travel reimbursements are subject to review and audit by the State Auditor as provided by O.C.G.A. § 50-6-7. Each District Attorney's office and the Council fiscal office shall maintain copies of all travel approvals and reimbursements for not less than 2 years after the completion of the fiscal year.

6.21. Failure to Comply With Travel Regulations. Failure to comply with these travel regulations or to provide full and complete information required to process a request for reimbursement will result in the request being denied.

6.22. False Statements. The knowing submission of a Request for Reimbursement, or any other document relating to travel or training which contains false information constitutes a violation of O.C.G.A. § 16-10-20 and is punishable by imprisonment for not more than five years, a fine of not more than $1000 or both.

6.23. Effective Date. These Travel Regulations are effective July 1, 1996 and apply to all travel and training occuring on or after that date.

Approved by the Prosecuting Attorneys' Council of Georgia on the 14th day of June, 1996.

SPENCER LAWTON
District Attorney
Eastern Judicial Circuit
Chairman

Appendix A

Travel Authorization

MEMORANDUM TRAVEL AUTHORIZATION

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(LETTERHEAD)

MEMORANDUM

TO: Prosecuting Attorneys' Council of Georgia
FROM: _____, District Attorney, _____ Judicial Circuit
DATE: _____
SUBJECT: Travel Authorization

The following named individual has been authorized to travel out-of state on official business of this office during the period indicated.

Name: _____

Dates of Travel: _____

Purpose of Travel: _____

Estimated expenses:

Item	Estimated Cost
Travel	
Lodging & Meals	
Regisration fees	
Other	
TOTAL	

_____
Typed Name
(Title)
_____ Judicial Circuit

Appendix B

Travel Reimbursement Form
District Attorney's Personnel

PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
3200 HIGHLANDS PARKWAY, SUITE 420
SMYRNA, GEORGIA 30082-5192
(770) 438-2550 FAX: (770) 438-6121

STATE TRAVEL REIMBURSEMENT

NAME:_____
TITLE:_____
SOCIAL SECURITY NO: _____
OFFICE TELEPHONE NO: _____
CIRCUIT: _____
OFFICE ADDRESS: _____
_____
CITY: _____**STATE**_____**ZIP**_____

COMPLETE THIS PORTION ONLY IF REIMBURSEMENT IS TO BE SENT TO SOMEONE OTHER THAN EMPLOYEE:
ASSIGNMENT: I HEREBY ASSIGN PAYMENT TO:
NAME:_____
MAILING ADDRESS:_____
_____
_____
CITY: _____**STATE**_____**ZIP**_____

PURPOSE OF TRAVEL/TRAINING: _____

TRAVEL AND/OR TRAINING PERIOD: _____

Under State Law and current Council Travel and Training Regulations, reimbursement is limited to the actual cost of meals and lodging, but not to exceed $80.00 per day. The maximum amount which can be reimbursed for meals is $28.00 per day. ($6.00 for breakfast, $7.00 for lunch, and $15.00 for dinner). A receipt or other similar documentation must be submitted for lodging expenses submitted for reimbursement. See O.C.G.A. §45-7-29.

DATE	DEPARTURE		ARRIVAL		SUBSISTENCE				TOTALS	PAC USE ONLY APPROVED
	TIME	LOCATION	TIME	LOCATION	B'FAST	LUNCH	DINNER	LODGING		
TOTAL:										
MILEAGE: ____ miles at _____ per mile: (Must be supported by mileage record on reverse side)										
AIRFARE: (Explain on reverse side and attach receipts)										
Supplies or other Expenditures: (Explain on reverse side and attach receipts)										
TOTAL EXPENDED										

Certification: I certify under criminal penalty for making a false statement in violation of O.C.G.A §16-10-20, that the above statements are true and I have incurred the above described expenses and authorized use mileage in the discharge of my official duties.

Signature: _____ **Date:** _____
DA'S Signature: _____ **Date:** _____
_____**PROSECUTING ATTORNEYS' COUNCIL USE ONLY**

APPROVED BY:	DATE:	AMOUNT REIMBURSED: $

DATE	ORIGIN-POINTS VISITED	DESTINATION	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE	PERSONAL MILEAGE	STATE USE MILEAGE

NOTE: TOTAL MILEAGE MINUS PERSONAL MILEAGE MUST EQUAL STATE USE MILEAGE							

DATE	PARKING, TAXI, TOLLS, TUITION; OTHER EXPENDITURES (please explain)	AMOUNT

Appendix C

Travel Advance Authorization

TRAVEL ADVANCE AUTHORIZATION

EMPLOYEE NAME:		TITLE:
SSN:	UNIT:	AUTHORIZED BY: (Unit Director)

TRAVEL INFORMATION

1. TYPE OF TRAVEL: (Check One)

☐ Single Trip in State; ☐ State Car; ☐ Commercial Airplane;
☐ State Airplane; ☐ Other (Specify) _____

2. PURPOSE OF TRAVEL:

3. DATE OF TRAVEL:	4. DESTINATION(S):

5. METHOD OF TRAVEL: (Check as applicable)

☐ Private Car; ☐ State Car; ☐ Commercial Airplane;
☐ State Airplane; ☐ Other (Specify)

_____

ESTIMATED EXPENDITURES (If this authorization is for continuous travel, the estimated expenditures should cover 1 pay period.)

TYPE OF EXPENDITURE	ANTICIPATED PAYMENT METHOD		
	CREDIT CARD	CASH	TOTAL
EMPLOYEE SUBSISTENCE			
TRANSPORTATION			
OTHER TRAVEL EXPENSE			
OTHER EXPENSE (Specify)			
TOTAL			

MISCELLANEOUS (Use this space for any remarks or explanations of unusual expenses)

AUTHORIZATION

1. The described travel is authorized
   ( ) YES ( ) NO
   Approved by:
   _____
   (Supervisor/Date)

2. Previous travel advance repaid
   ( ) YES ( ) NO
   If no, amount of outstanding advance $ _____
   Verified by:
   _____
   (Accounting Section/Date)

3. Travel advance in the amount of
   $ _____ hereby authorized by:
   _____
   (Agency Fiscal Officer/Date)

RECEIPT ACKNOWLEDGEMENT

Receipt of Check No. _____ in the amount of $ _____

_____

(Employee Signature/Date)

ACCOUNTING SECTION ONLY

Posted By _____

Entry No. _____ Date _____

Appendix D

Exemption Form for Local/State Motel Excise Tax

GEORGIA HOTEL AND MOTEL OPERATORS:

On April 12, 1987 Act No. 621 amending section 48-13-51 of the Georgia Code became effective. This Act provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a state agency from appropriated funds. Upon verification of the identity of the state official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this notification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the Fiscal or Accounting Office of the department or agency employing the individual identified below.

STATE OF GEORGIA

EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX

CERTIFICATION - THIS IS TO CERTIFY THAT THE LODGING OBTAINED ON THE DATE(S) IDENTIFIED BELOW WAS REQUIRED IN THE DISCHARGE OF MY OFFICIAL DUTIES FOR THE STATE AND QUALIFIES FOR EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX UNDER OCGA CHAPTER 48-13, (AMENDED BY ACT 621)

Signature of

Official or Employee _____

Date_____

Name of Official
or Employee: _____
(Name) Printed or Typed (Title)

Agency Representing: Prosecuting Attorneys' Council of Georgia

Address: 3200 Highlands Parkway, #420, Smyrna, Georgia 30188

Office Contact Carmen Ockletree, Fiscal Officer

Phone Number: (770)438-2550

Appendix E

Continuing Education Scholarship Request

PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
SCHOLARSHIP APPLICATION

MAIL TO: PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
3200 HIGHLANDS PARKWAY, SUITE 420
SMYRNA, GEORGIA 30082-5192

Approval is requested for the below named individual to attend the following training course:

Title of Training Program: _____

Offered by:_____

Location:_____ Dates of Training: _____ _____
city state from to

Name of Trainee:_____ Social Security Nbr: _ _ _ - _ _ - _ _ _ _

Position:_____ Yrs. of experience in prosecution:_____

Circuit/County:_____ Office Address:_____

City/State/Zip:_____

Office Phone Nbr: (___)_____ Fax Nbr: (___)_____
Departure Date: _____ Return Date:_____

	Estimated Cost	Approved P.A.C.
Lodging		
Meals		
Mileage (at _____ per mile)		
Airfare		
Ground Common Carrier		
Tuition		
TOTAL		

SEE REVERSE SIDE FOR SPECIAL STIPULATIONS AND CONDITIONS

SPECIAL STIPULATIONS AND CONDITIONS

1. Scholarships are limited to $1,500.
2. No more than two scholarships maybe awarded to individuals from any one office.
3. Individuals who have received scholarships within the last (36) thirty-six months are not eligible.
4. Priority will be given to offices that had no scholarship recipients in the last calendar year.
5. Scholarship recipients may not be reimbursed for other PAC training in the year the scholarship is awarded. If a reimbursement has been made for another training program, the scholarship will be reduced by such amount.
6. Meal expenses are limited to $28 per day.
7. Lodging rates will be limited to the State allowance for the training area.
8. Training must be relevant to office responsibility.
9. Failure of a student to complete the course voids the scholarship.

If I should receive this Scholarship and terminate employment as a state prosecutor within 18 months of attending the Executive Career Prosecutor Course or within one (1) year of attending other programs, I agree to reimburse the Council for the cost of the scholarship. I agree to participate as a lecturer at future Council programs.

_____ _____

Signature Date

I hereby endorse the application of the above member of my staff for this Scholarship, and authorize him or her to attend the above indicated course if this Scholarship should be awarded.

_____ _____

Signature of District Attorney/Solicitor General Date

PAC-T-4 (Rev 9/06)

Appendix F

Continuing Education Reimbursement Request

PROSECUTING ATTORNEYS' COUNCIL OF GEORGIA
3200 HIGHLANDS PARKWAY, SUITE 420
SMYRNA, GEORGIA 30082-5192
(770) 438-2550 FAX: (770) 438-6121

TRAINING REIMBURSEMENT

NAME: _____ **TITLE:** _____

SOCIAL SECURITY NO: _____ **OFFICE TELEPHONE NUMBER:** _____

UNIT OF GOVERNMENT EMPLOYED BY: _____ **CIRCUIT/COUNTY:** _____

OFFICE ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PURPOSE OF TRAVEL/TRAINING: _____

TRAVEL AND/OR TRAINING PERIOD: _____

LIST YOUR ROOMMATE(S) NAME(S) IF ROOMMATE(S) IS/ARE ELIGIBLE FOR REIMBURSEMENT: _____

_____

Under State Law and current Council Travel and Training Regulations, reimbursement is limited to the actual cost of meals and lodging, but not to exceed $80.00 per day. The maximum amount which can be reimbursed for meals is $28.00 per day. ($6.00 for breakfast, $7.00 for lunch, and $15.00 for dinner). A receipt or other similar documentation must be submitted for lodging expenses submitted for reimbursement. See O.C.G.A. §45-7-29.

DATE	____DEPARTURE		_____ARRIVAL		_____SUBSISTENCE				TOTALS	PAC USE ONLY APPROVED
	_TIME	_LOCATION	_TIME	LOCATION	B'FAST	LUNCH	DINNER	LODGING		
SUBTOTAL:										
TOTAL EXPENDED:										

Certification: I certify under criminal penalty for making a false statement in violation of O.C.G.A §16-10-20, that the above statements are true and I have incurred the above described expenses and authorized use mileage in the discharge of my official duties.

Signature: _____ **Date:** _____

DA'S Signature: _____ **Date:** _____

PROSECUTING ATTORNEYS' COUNCIL USE ONLY

APPROVED BY:	DATE:	AMOUNT REIMBURSED: $

Appendix G

FAA Form7233-1 Flight Plan

FORM APPROVED: OMB NO. 04-R0072

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
FLIGHT PLAN

CIVIL AIRCRAFT PILOTS: FAR Part 91 requires you file an IFR flight plan to operate under instrument flight rules in controlled airspace. Failure to file could result in a civil penalty not to exceed $1,000 for each violation (Section 901 of the Federal Aviation Act of 1958, as amended). Filing of a VFR flight plan is recommended as a good operating practice. See also Par 99 for requirements comporting DVFR flight plans.

1. TYPE		2. AIRCRAFT IDENTIFICATION	3. AIRCRAFT TYPE/ SPECIAL EQUIPMENT	4. TRUE AIRSPEED	5. DEPARTURE POINT	6. DEPARTURE TIME		7. CRUISING ALTITUDE
	VFR					PROPOSED (Z)	ACTUAL (Z)	
	IFR							
	DVFR			KTS				

8. ROUTE OF FLIGHT

9. DESTINATION (Name of airport and city)	10. EST. TIME ENROUTE		11. REMARKS
	HOURS	MINUTES	

12. FUEL ON BOARD		13. ALTERNATE AIRPORT(S)	14. PILOT'S NAME, ADDRESS & TELEPHONE NUMBER & AIRCRAFT HOME BASE	15. NUMBER ABOARD
HOURS	MINUTES			

16. COLOR OF AIRCRAFT	CLOSE VFR FLIGHT PLAN WITH _____ FSS ON ARRIVAL

FAA Form 7233-1 (8-72)

Appendix H

State Travel Regulations

Travel Regulations

For a copy of the Statewide Travel Regulations published July 2003 by the Georgia Department of Audits, go to:

http://www.audits.state.ga.us/internet/nalgad/trvlpg.html