

## **Traveling Under your VOCA Grant:**

*Regardless of the amount you have budgeted in your VOCA budget, the following rules apply. Note, this is a quick guide and all provisions of the State of Georgia Travel Regulations apply.*

- If travel items (hotel, meals, airfare, etc.) do not appear in the agency VOCA budget, they may not be claimed for reimbursement.
- When traveling for a conference or training, the event must be pre-approved by CJCC.
- Completion of all VOCA-funded training events must be documented.
- All out-of-state travel must be pre-approved by CJCC.
- All travel requires submittal of a **travel log** that incorporates a mileage log if mileage is being claimed. Travel logs must document: name of traveler, dates traveled, purpose of travel, day-by-day breakdown of expenses incurred. A request to travel typically does not include all of these elements and will NOT suffice as a travel log. *Note, for State of Georgia employees, the Concur report will suffice as a travel log.*
- Receipts must be submitted for all travel items except claims for per diem and mileage.
- Hotel receipts must show the per night base rate for lodging.
- Travelers must adhere to [State of Georgia Travel Regulations](#).
- Although State of Georgia Travel Regulations do not specify a cap on hotel rates, DOJ rules require that travelers use the [Federal Rate \(lookup here\)](#) for hotels for both in- and out-of-state travel. If you have a local (county) rule that specifies a lower rate, you must use the lower rate. Note that if you book a hotel room at a higher rate than the Federal Rate, CJCC reserves the right to disallow the *entire* hotel expense, per DOJ rules.
- For in-state per diem, [State Per Diem](#) rates should be used. If you have a local rule that specifies a lower rate, you must use the lower rate.
- For out-of-state per diem, [U.S General Services Administration \(GSA\) per diem rates](#) should be used unless you have a local rule that specifies a lower rate. *Note that Federal Per Diem rates are broken down by meal. Look up here: <https://gsa.gov/portal/content/101518> on the Meals & IE tab. These allowances should be used when determining travel day totals or totals for days on which meals were provided in conjunction with travel events.*
- Effective September 1, 2017, 25% reductions of per diem on travel days for overnight, IN-STATE travel are no longer required. The 25% reduction of per diem on travel days for overnight OUT-OF-STATE travel are STILL required.
- Meals provided in conjunction with travel events should be deducted from the per diem.
- When traveling overnight, State Travel Regulations require that both the residence and office of the traveler is more than 50 miles from the destination in order to be eligible for reimbursement for hotel expense.
- For non-overnight travel, State Travel Regulations require that both the residence and office of the traveler is more than 50 miles from the destination AND that the traveler is away from more than 12 hours in order to be eligible for per diem.
- When traveling overnight, it is up to the traveler's supervisor to determine if lodging is required the night before an event begins.
- When claiming mileage reimbursement, travelers must adhere to [State of Georgia Tier Rates](#) and deduct normal commuting miles from total mileage reimbursement. If you have a local rule that specifies a lower mileage rate, you must use the lower rate.
- When traveling under a scholarship provided by PAC, additional rules may be implemented (e.g. PAC may require that travelers reside/work more than 300 miles from the destination in order to be reimbursed for lodging the night before an event, a cap on mileage may be implemented). Scholarship applicants will be made aware of these rules prior to being awarded a scholarship and will be advised of the exact amount of their scholarship.