Words from the Comptroller:

Statewide Travel Policy Changes Effective July 1, 2013

The new travel form designed by the state accounting office for the travel updates listed below is NOT working. Please read the updated changes below. We will manually make these adjustments to the travel reimbursements made for travel that occurs after July 1. We are sorry for this inconvenience but will update the Business Office website as soon as the form is fixed. We have updated the link to the travel policy manual for your review. I have summarized the travel changes that are effective July 1.

- Section 4.1: Incidental expenses will NOW be reimbursed separately for both in-state and out-of-state travel.
- Section 4.4: When a meal is provided on the day of departure or return during overnight travel, the full meal per diem reimbursement rate is now reduced by the amount of the provided meal(s) before the 75% proration.
- Section 4.5: Meal per diem was amended for Non-Overnight travel to remove the 75% reimbursement restriction. An employee may receive 100% of the meal per diem for single day travel.

Changes in Processing Direct Vouchers and PO’s

Effective July 1, 2013, we must verify all vendors use E-Verify for all Service/Construction related work. This is something we have just received from Board of Regents. We will treat this just as we do the W-9. From this point forward, we will need an E-verify form completed for all NEW vendors. This form can be found on our website. The party on campus receiving the service/merchandise will be responsible for ensuring that we have a completed form on file. We do not want to hold up payment but we must follow guidelines. Our office will work with each department to ensure we complete and comply with this new regulation. Please go out to the Procurement website to obtain the new E-Verify form that needs to be completed. Contact Procurement if you have any questions.

ALL monthly payroll changes for June must be processed by August 21!

Travel Reimbursement Changes and Reminders

Student travel reimbursements are subject to the allowable limits and conditions as discussed in the Board of Regents Business Procedure Manual Section 4.4 through 4.9. Student meal reimbursement is subject to the same in state and out of state per diem limits. The ABAC Business office has also created a new Student Meal Reimbursement Policy and Log that must be completed for reimbursement of meals for student travel. This new Student Meal Reimbursement Policy and Log is effective IMMEDIATELY. The instructions and log can be found on the Business Office website http://www.abac.edu/more/business-operations.

Please make sure that the per diem reimbursement rates are correct when submitting your travel reimbursement request. High cost areas in the Georgia are Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties. Out of state per diem amounts should be researched at the following link: http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=portal/category/21287&utm_campaign=shortcuts.

Please remember to take a hotel/motel tax exemption form with you when traveling. Always ask for the hotel/motel to deduct these charges from the bill. If they refuse to deduct the tax, please make a note somewhere on the travel reimbursement form stating that the hotel would not deduct the tax.

Grant Reminders:

Please make sure all signature authorization forms are up to date for all grants. This form is located on the Business Office website. If you have not finalized your FY13 grant budget, please contact Diane Owens to setup a meeting.