

Office of Financial Services

***1215 Travel Policy***

2025-05-22

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|  | <p><b>Department of Human Services</b><br/> <b>Policy and Manual Management System</b></p> | <p><b>Index:</b> POL 1215</p>         |
|                                                                                   |                                                                                            | <p><b>Revised:</b> 09/15/2023</p>     |
|                                                                                   |                                                                                            | <p><b>Next Review:</b> 09/15/2025</p> |

# Policy

The policy of the Georgia Department of Human Services (DHS) is to reimburse its employees for all eligible business-related travel expenses in compliance with the State of Georgia and DHS Travel Policies.

# Authority

- Department of Human Services becomes successor-in interest to all rights, duties, and obligations of former Department of Human Resources. [O.C.G.A § 49-2-1](#)
- The State Accounting Office was established on October 6, 2004 with an executive order signed by Governor Sonny Perdue. Governor Perdue signed House Bill 293, which codified the realignment of the state's financial reporting and financial system responsibilities under a single State Accounting Officer. [sonnyperdue.georgia.gov/00/press/detail/0%2C2668%2C78006749\\_79688147\\_93037702%2C00.html](https://sonnyperdue.georgia.gov/00/press/detail/0%2C2668%2C78006749_79688147_93037702%2C00.html)

# References

State of Georgia Travel Policy

# Applicability

This policy is applicable to all divisions and offices of DHS.

# Definitions

None



# Responsibilities

The Director of the DHS Office of Financial Services (OFS) is responsible for issuing and updating procedures to implement this policy.

# History

None

# Evaluation

The effectiveness of this policy is evaluated by the Georgia Department of Audits annually and by the DHS Office of Financial Services annually.