

40-26-1-.01 Definitions.

The following words and terms, as used in these rules, shall have the meaning hereinafter ascribed to them:

- (a) "Department" shall mean the Department of Agriculture of the State of Georgia.
- (b) "Commissioner" shall mean the Commissioner of Agriculture of the State of Georgia; or his designated agent.
- (c) "Commission" shall mean each and every Agricultural Commodity Commission created under the Georgia Agricultural Commodities Promotion Act, O.C.G.A. 2-8-1, et seq.
- (d) "Fiscal Period" shall be July 1 each year through June 30 of the following year.
- (e) "Producer Members" shall mean the producer members of the Commission.
- (f) "Commission Members" shall mean producer members or ex-officio members.
- (g) "Ex-Officio Members" shall mean the Commissioner of Agriculture, the President of the Georgia Farm Bureau Federation, one member elected by the Agriculture and Consumer Affairs Committee of the House of Representatives, and one member elected by the Agriculture Committee of the Senate.
- (h) "Executive Director, Coordinator, Executive Secretary, Manager and other titles" shall mean the managing employee of a Commission.
- (i) "Employee" shall mean employee of a Commission.
- ~~(j) "Out-of-State Travel" shall mean travel outside the State of Georgia.~~
- ~~(j)~~ "Expenses" shall mean meals, lodging, mileage, and other expenses as described in the State travel policy.
- ~~(k) "Foreign Travel" shall mean travel outside the United States.~~
- ~~(k)~~ (k) "Advisory Board, Subcommittee, Special Committee" shall mean a duly established or appointed subordinate committee of the Commission with duties and functions established by the Commission.
- ~~(m)~~ (l) "Marketing Order" shall mean an order issued pursuant to O.C.G.A. 2-8-1, et seq., prescribing rules and regulations governing the processing, distribution, or handling in any manner of any agricultural commodity within this state or establishing an assessment for financing the programs established.
- ~~(n)~~ (m) "Person" shall mean any association, individual, partnership, corporation or any other legal entity.
- ~~(o)~~ (n) "Chairman" shall mean a Commission member duly named, appointed or elected by the Commission.
- ~~(p)~~ (o) "Advisory Board Member" shall mean an individual duly appointed by the Commission Board to advise the Commission in the performance of its duties.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Definitions" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.03 Meeting Minutes.

~~Two copies~~ A copy of the minutes of the Commission, Advisory Board, Subcommittee or Special Committee meetings, containing a listing of those in attendance and ~~containing a summary listing of approved expenditures~~ not approved in budget, shall be submitted to the Department.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Meeting Minutes" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.04 Budgets.

An annual budget will be adopted by each Commission at the beginning of each fiscal period and amended thereafter as necessary. Such budget must show the estimated income as well as reasonable detail of estimated expenditures by category for the period. ~~(Budgetary control will be maintained by the Commissioner on a category basis.)~~

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Budgets" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.05 Inventories.

In order to maintain proper accountability for non-expendable property and equipment, each Commission must maintain an accurate and up-to-date inventory on all property owned by the Commission. A copy of the inventory should be kept in the Commission office and a copy sent to the Department for inclusion in their files. ~~Any items purchased by the Commission for distribution as free promotional items or for sale shall be properly inventoried. An inventory shall be maintained showing, by item, the amount purchased, amount sold or distributed, and amount on hand. A receipt will be issued for all items distributed as free listing date, quantity, inventoried item and to whom distributed.~~

Authority O.C.G.A. 2.8-1, et seq. **Administrative History.** Original Rule entitled "Inventories" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.07 Funds.

Any monies collected by the Commission for any purpose pursuant to the operation of the Commission shall be forwarded to the Commissioner for deposit into the Commission account. Funds so collected shall be deposited and disbursed in conformity with these rules and regulations prescribed by the Commissioner. Any funds received by the Commission, currency or checks, will be recorded by a cash receipt indicating amount received, from whom received, and for what purpose. (~~Furnish complete information on any items sold giving quantity and including sales tax collected.~~) Funds are to be deposited or forwarded to the Commissioner no less frequently than once per ~~week~~ month. No bank account shall be established without approval of the Commission and authorization of the Commissioner.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Funds" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.14 Bids.

Whenever possible, the Commission shall be responsible for obtaining at least three bids for a service or product. The Commission shall endeavor to compare products with respect to quality, cost, performance, etc. There shall be no qualifications in the specifications for any contract which will work to the advantage of any particular bidder or any class of bidders. The Commission ~~will~~ may utilize state purchase contracts when available for the purchase of equipment, automobiles, etc.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Bids" was filed on April 20, 1986; effective May 20, 1986.

40-26-1-.16 Payment of Claims.

(1) In addition to the other controlling features set forth in these rules and regulations, limitations on payment of claims are made by:

- (a) available funds for expenditures;
- (b) budget authorization or authorization in minutes;
- ~~(c) specific authorization in meeting minutes;~~
- ~~(d)~~(c) reasonableness of expenditure.

(2) Proper documentation for each expenditure is required and should include the following information:

- (a) ~~an original~~ a valid invoice or billing;
- (b) fiscal period to which the invoice applies;
- (c) name of Commission;
- (d) month and day that expenses were incurred;
- (e) name of person or company in whose favor the check is drawn;
- (f) amount of check drawn.

(3) Each payment for an invoice, payroll and expense claim shall be personally approved by the Chairman or other person authorized in writing by the Chairman to approve an invoice.

(4) Invoices for items which do not conform to these rules and regulations or are not considered by the Commissioner as proper or necessary expenditures will not be paid. If there is any question on an invoice, the Commissioner should be contacted as to what action should be taken.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Payment of Claims" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.18 Commission Personnel.

(1) Unless the Commission has established a rule or policy to the contrary, the Chairman with the Commission's approval shall have the authority to hire employees, recommend salary and increases for employees and terminate employees.

(a) When employees are hired, the Commission must submit to the Department in writing:

1. effective date of employment;
2. starting salary;
3. social security number and copy of social security card;
4. address;
5. appropriate insurance, tax and retirement information.

(b) When an employee is to be terminated, the Commission must submit to the Department in writing:

1. effective date of termination;
2. balance of leave, both annual and sick, not taken.

(2) The permanent ~~or temporary~~ employment of any relative by blood or marriage (including wife, husband, mother, father, child, grandchild, grandparent, aunt, uncle, cousin, whether by blood, adoption or in-law) of Commission members or present employees is prohibited.

(3) The appointment, performance and salary of employees shall be reviewed by the members of the Commission annually.

(4) The use of temporary help is a permissible expense and the cost should be charged to the proper budget category.

(a) Invoices from individuals for services rendered must include:

1. name of Commission;
2. description of work performed;
3. hours worked and rate of compensation;
4. signature of claimant;
5. address of claimant;
6. social security number.

(5) The payment of fees to personnel agencies for recruitment is prohibited.

(6) The Commission shall set policy for annual and sick leave. ~~This leave policy~~ that shall conform to the guidelines set forth by the State Personnel Board for state employees.

(7) The applicable provisions of the Fair Labor Standards Act will apply to Commission employees.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Commission Personnel" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.19 Relocation Expenses.

~~(1) Upon recommendation of the Chairman and approval of the Commissioner, an employee, who has been employed six months prior to the transfer date, may be reimbursed for certain relocation expenses as set forth in Office of Planning and Budget memorandum #2, revision 5, included herein by reference.~~

~~(2) The employee must have been required to move more than fifty miles due to a change in assignment, promotion or other work related duties that require a change in place of residence.~~

~~(3) Employee must commit to remain employed for a period of not less than one year following the effective date of the move.~~

~~(4) No relocation expenses will be reimbursed when changing place of residence as a condition for initial employment.~~

~~(5) The cost to be reimbursed the employee must be reasonable and proper as determined by the Commissioner. The Commission may establish limitations on the amount paid for the following type expenses:~~

~~(a) looking for a new residence;~~

~~(b) temporary housing for employee;~~

~~(c) transporting household goods;~~

~~(d) utility reconnection;~~

~~(e) transporting family to new location, based upon food and lodging expenses and automobile mileage.~~

Upon approval of the Commission, an employee may be reimbursed for certain relocation expense as set forth in current Office of Planning and Budget guidelines.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Relocation Expenses" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.21 Conflicts of Interest. Amended.

Commission employees are expected to devote their entire working hours to the job and to the business of the Commission. While there is no absolute prohibition of outside employment, any outside job must not interfere with complete attention to their responsibilities as a Commission employee. There are some outside employment situations which could result in a conflict of interest between two jobs. Example: If an employee is in a position where he determines what supplier will be engaged to furnish goods or services to a Commission and the employee has a substantial interest in the supplier's company which is selected, the employee is in an obvious conflict of interest situation.

- (a) Commission employees are prohibited from engaging in other work during working hours or during periods of sick leave.
- (b) It shall be unlawful for any employee to contract to buy or sell to the Commission any real or personal property, goods, services or a combination thereof when such purchase or sale would benefit or be likely to benefit such employee.
- (c) No person who is a Commission member or employee shall engage in any transaction with any such Commission or other state agency or any such authority of which such person is a member or employee for personal gain.
- (d) A Commission member or employee must not use their official position for personal gain.
- (e) Commission property such as vehicles, equipment, materials and employee services, shall be used only for official Commission business.
- (f) No gifts, gratuities, favors or social invitations should be accepted where they may be intended to compromise the integrity of the member, employee or Commission.
- (g) In addition to the prohibitions set forth in O.C.G.A. 45-10-22(a)(2), whenever any Commission considers the transaction of business with any business entity and, at the time of such consideration, a member(s) of such Commission is also a fiduciary of the business entity in question, such Commission member-fiduciary shall not take part in any discussions, formally or informally, with any other member(s) of the Commission regarding the proposed business transaction; seek to influence in any manner the vote of the Commission with regard to the proposed business transaction; vote as a member of the Commission on the proposed business transaction; or thereafter play any role whatsoever as a member of the Commission with regard to the business transaction between the Commission and the business entity of which the member is a fiduciary.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Conflicts of Interest" was filed on April 30, 1986; effective May 20, 1986. **Amended:** Filed October 22, 1986; effective November 11, 1986.

40-26-1-.22 Travel Authorization.

(1) The Chairman shall determine a maximum reasonable representation for meetings and events and appoint board members and/or employees to attend.

~~(2) The Commission Chairman shall authorize and approve travel. The Chairman shall determine a maximum reasonable representation for meetings and events and appoint board members and/or employees to attend.~~

~~(1)(2)~~ Employees and Commission members required to travel in the performance of official duties and entitled to reimbursement for actual expenses incurred shall receive authorization from the Commission Chairman or designated employee prior to performing the travel.

(3) Blanket in-state routine travel authorization may be granted for employees.

(4) All out-of-state travel shall be specifically authorized by the Chairman ~~and Commissioner~~ prior to each trip. All requests for out-of-state travel will be made in writing on forms provided for that purpose by the Department. Travel requests should be submitted well in advance. ~~Travel arrangements and reservations for out-of-state travel will be made through the Department.~~

(5) Information to be provided for travel authorization should include:

(a) destination;

(b) date and duration of trip;

(c) ~~designation~~ documentation of most economical mode of travel;

(d) estimated cost;

(e) general purpose of the travel.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Travel Authorization" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.23 Travel Advances.

Reasonable amounts may be advanced for travel expenses upon approval of the Chairman in accordance with current state travel policy. Appropriate forms will be supplied for this purpose by the Department.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Travel Advances" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.24 Meals for Meetings and Guests.

(1) Board members and designated employees, when necessary and justification exists, may be reimbursed for group meals for themselves and business clients and employees to breakfast, lunch or dinner for the purpose of transacting business in accordance with current state travel policy. ~~Any claim for reimbursement shall indicate the name and business affiliation of each person whose meal was paid for by the claimant. The amount to be reimbursed for any guest shall be reasonable. Reasonability shall be determined by destination or location.~~

~~(2) Meals in connection with meetings, including informational, educational or other special meetings shall be supported by a statement indicating nature of meeting and list of persons served.~~

~~(3)~~(2) Incidental expenses in conjunction with meetings are permissible. Examples of permissible incidental expenses include, but are not limited to:

- (a) projection equipment and screen rental;
- (b) room rental;
- (c) room use charge.

~~(4)~~(3) Any Commission sponsored meals, reception, coffee breaks, etc. must be approved by the Commission ~~and Commissioner in advance~~.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Meals for Meetings and Guests" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.26 Expense Claim Form.

(1) All expense claims shall be ~~properly itemized on the Commission expense claim form,~~ accompanied by the necessary vouchers, certified by the claimant, and approved by the ~~Chairman or authorized employee.~~ submitted and reimbursed in accordance with the current state travel policy. Expenses claimed must be incurred for Commission business and shall not contain expenses submitted to or paid in total or in part by another person.

(2) ~~Reasonable charges by common carriers or terminal stations for the handling or transportation of necessary personal or official baggage shall be considered a reimbursable business expense. Claims for laundry, valet service, theater, entertainment and alcoholic beverages will not be reimbursed.~~

(3) ~~Expenses for official telephone and telegraph messages that must be paid for by the traveler are allowable. Reimbursement claims will indicate the location from which made, the person contacted and justification for the communication.~~

(4) ~~Members and employees are not permitted to claim expenses of other members or employees.~~

(5)(2) ~~Headquarters for Commission employees will be the official business address of the Commission.~~ unless otherwise specified Official headquarters for producer members will be their home address. Each member and employee, when making a claim for travel expenses, must show his/her headquarters on the expense claim.

(6) ~~There shall be dated, receipted and itemized receipts or vouchers for every item of expense claimed, except as follows:~~

(a) ~~charges for bridge, road tolls and local bus transportation;~~

(b) ~~meals except in cases when limits are exceeded;~~

(c) ~~taxi or hotel bus fares when necessary upon official business and fare is \$15.00 or less;~~

(d) ~~when it is impossible to obtain required receipts, in which case a satisfactory reason, with signature of claimant, must be given on or accompany the expense voucher.~~

(7) ~~Subsistence Claims:~~

(a) ~~Reimbursement claims for subsistence (meals and lodging) are to be reported on travel expense statements by date, location, and amount for each meal and lodging claimed.~~

(b) ~~An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of leave.~~

(c) ~~Except as provided in 40-26-1-.27(b)9. of these regulations, reimbursement for subsistence within a thirty mile radius (or the county) of a person's home office, residence or headquarters is not allowable.~~

(8) ~~Lodging Claims:~~

(a) ~~Reimbursements for the cost of hotel accommodations must be supported by hotel vouchers. Such voucher must:~~

1. ~~have name;~~

2. ~~be dated;~~

3. ~~show name and location of hotel/motel;~~

4. ~~show the period of occupancy;~~

5. ~~show rate per day;~~

6. ~~show number of occupants of room and applicable rate.~~

(b) ~~Method of payment for accommodations is left to the discretion of the employee or board member.~~

- ~~(c) Reimbursements will be made to traveler and not to hotel or credit card company.~~
- ~~(d) In the event of a member or employee being accompanied by a guest, he/she should either:~~
- ~~1. obtain a separate receipt covering the cost of the accommodations at the single rate; or~~
 - ~~2. obtain on a receipt a statement signed or initialed by the hotel clerk setting forth the single rate for similar accommodations.~~
- ~~(e) If evidence of the single rate is not provided either way, not more than eighty percent of the double rate will be allowed.~~
- (3) No more than actual fare on any transportation service shall be allowed. All Commission members and employees should make efforts to obtain lowest fares available on all modes of transportation.
- (4) The approved travel request form and a copy of the flight coupon should be attached to the travel expense claim.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Expense Claim Form" was filed on April 30, 1986; effective May 20, 1986.

~~40-26-1-.27 In-State Subsistence.~~

~~Actual expenses may be claimed by board members and employees when traveling within the state not in excess of the following:~~

~~(a) Lodging expense limits will not be set in these rules and regulations; however, the following criteria should be followed when selecting accommodations:~~

- ~~1. Lodging expenses should be based on reasonable rates. Reasonability of claim shall be determined by destination of official travel;~~
- ~~2. Reservations shall be made well in advance to ensure that minimum rate accommodations are used;~~
- ~~3. Deluxe hotels and motels will be avoided;~~
- ~~4. Board members and employees should request a government or commercial rate;~~
- ~~5. All lodging claims must be documented by receipts;~~
- ~~6. Charges exceeding reasonable rates must be explained by employee and approved by Chairman and Commissioner.~~
- ~~(i) If an employee or member stay at a higher cost motel or hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost motel and the location of the meeting, higher rates may be justified;~~
- ~~7. When accommodations are shared with other board members or employees, reimbursement will be calculated on a pro rata share of the total cost;~~
- ~~8. When a board member or employee are accompanied by a guest or person not on travel status, reimbursement will be made at the single rate which must be shown on lodging receipt or invoice.~~

~~(b) Expenses for meals are as follows:~~

- ~~1. Expenses for three meals a day at a rate of \$21.00 will be reimbursed.~~
- ~~2. Charges for three meals in excess of \$21.00 must be explained on expense voucher and approved by Chairman and the Commissioner.~~
- ~~3. Reimbursement of claims for fewer than three meals per day should be evaluated in terms of the daily limit, i.e., breakfast—\$4.50, lunch—\$5.50, dinner—\$11.00.~~
- ~~4. Reimbursement for tips and applicable taxes should be included in the price of each meal within limits set forth.~~
- ~~5. Employees are entitled to reimbursement for breakfast expenses if they depart prior to 6:30 a.m. and for dinner expenses if they return later than 7:30 p.m.~~
- ~~6. The noon meal is not reimbursable unless:~~
 - ~~(i) overnight lodging was incurred;~~
 - ~~(ii) unusual circumstances prevail and are individually approved by Chairman and Commissioner;~~
 - ~~(iii) provided by law; or~~
 - ~~(iv) employee was away from home on work assignment for more than thirteen hours, in which case hours of departure and return must be noted.~~
- ~~7. Meals may be reimbursed for the day of departure and return from overnight trips subject to departure and arrival time.~~
- ~~8. Receipts or explanation for meals are not required unless established limits are exceeded or meals are purchased for a business associate.~~
- ~~9. Reimbursements may be allowed for meals within the thirty mile radius and for noon meals not associated with overnight lodging if:~~

- ~~(i) meals are an integral part of a scheduled meeting and the individual is an official designated representative of the Commission; or~~
- ~~(ii) meals are a part of a required registration fee.~~
- ~~(c) All incidental expenses must be itemized and have receipts or a satisfactory explanation.~~

~~Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "In State Subsistence" was filed on April 30, 1986; effective May 20, 1986.~~

40-26-1-.27 Commission Owned Vehicles

Commission vehicles are to be used for official Commission business. Commission vehicles provided to an employee for commuting as well as any other personal use are considered a fringe benefit by the Internal Revenue Service. The employee is required to maintain records to indicate personal use and business use of the automobile. Employee is requested to provide the total business miles driven and total personal miles driven (all commuting between home and place of business as well as other personal use is considered personal use mileage). The fair market value of a Commission vehicle will be determined by using IRS provided lease values based on the year, make and model of the vehicle. This information will be submitted monthly on a reporting form supplied by the Department.

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Transportation" was filed on April 30, 1986; effective May 20, 1986.

~~40-26-1-.28 Out-Of-State Subsistence.~~

~~Actual expenses may be claimed by Commission members and employees but shall not exceed the following:~~

- ~~(a) Lodging—actual expense including all applicable taxes. Same criteria should be followed as in-state lodging.~~
- ~~(b) Meals including tax and tip should be reasonable. Reasonability shall be determined by destination or location.~~
- ~~(c) All incidental expenses must be itemized and have receipts or a satisfactory explanation.~~

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Out-of-State Subsistence" was filed on April 30, 1986; effective May 20, 1986.

40-26-1-.29 Transportation.

No more than actual fare on any transportation service shall be allowed. All Commission members and employees should make efforts to obtain lowest fares available on all modes of transportation. A traveler will be authorized to choose between a personal vehicle and a common carrier only after a careful analysis of the distance, timeliness and overall cost factors of the trip have been considered. Reimbursements for the most economical mode of travel will be authorized.

(a) ~~Commercial Airplane.~~ Travel arrangements and reservations for air travel will be made through the Department. A policy of traveling by air coach shall be followed unless otherwise approved by the Commissioner and the most economical fare will always be sought. Travel requests should be submitted well in advance to take advantage of low costs or other special fares. The approved travel request form and a copy of the flight coupon should be attached to the travel expense claim.

(b) ~~Private Aircraft.~~ Reimbursement for the usage of private aircraft will be at the rate of \$.21 per road mile for the most direct route from the employee's residence or headquarters to the destination point(s), whichever is nearer.

(c) ~~Chartered Aircraft.~~ Prior approval must be obtained from the Chairman and the Commissioner. A memorandum shall accompany the invoice and shall state the names of the passenger(s) and the reason for the charter. Reimbursement at the common carrier rate or actual expense, whichever is lower.

(d) ~~Privately Owned Automobiles.~~ Actual odometer readings will be reported; however, personal mileage will be excluded in determining mileage for which reimbursement may be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (field visits, picking up passengers, etc.) must be explained on the travel expense voucher.

1. Reimbursement for transportation expenses incurred by use of personally owned vehicles will be at the rate per mile as provided by law for actual miles traveled in performance of official duties. Effective July 1, 1986, the mileage rate is \$.21 per mile.

2. Initial point of departure shall be the individual's residence or headquarters, whichever is nearer the destination point.

3. No transportation costs will be allowed between an employee's place of residence and the person's official headquarters.

4. Employees and Commission members where practical should attempt to travel together to the same destination in one vehicle.

5. Parking and toll expenses will be paid for official travel in personal vehicles:

(i) a parking receipt must be submitted with travel expense voucher. If a parking receipt is not available, written explanation should be made on the expense voucher;

(ii) low cost, long term parking or storage should be used when possible.

(e) ~~Commission Owned Vehicles.~~ Commission vehicles are to be used for official Commission business. Commission vehicles provided to an employee for commuting as well as any other personal use are considered a fringe benefit by the Internal Revenue Service. The employee is required to maintain records to indicate personal use and business use of the automobile.

Employee is requested to provide the total business miles driven and total personal miles driven (all commuting between home and place of business as well as other personal use is considered personal use mileage). The fair market value of a Commission vehicle will be determined by

~~using IRS provided lease values based on the year, make and model of the vehicle. This information will be submitted monthly on a reporting form supplied by the Department.~~

~~(f) Hired or Rented Automobiles. Commission members and employees will be reimbursed for costs associated with official use of such vehicle if approved by Chairman and Commissioner.~~

~~(g) Rail or Bus Travel. Board members and employees should use applicable guidelines set forth for airline travel.~~

~~(h) Limousine and Taxi Service. Limousine or taxi service will be reimbursed between the individual departure point and the common carrier departure point or common carrier arrival point and the individual lodging or meeting place. No reimbursement will be made for limousine or taxi service to meals unless attending an official function of the Commission.~~

~~(i) Baggage Handling Service. Baggage handling service (portage) may be reimbursed when actually incurred in moving luggage into or out of lodging places and common carrier.~~

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Transportation" was filed on April 30, 1986; effective May 20, 1986.

~~40-26-1-.30 Foreign Travel.~~

~~(1) Actual expenses may be claimed by board members and employees when traveling in foreign countries, but shall not exceed the following:~~

~~(a) Lodging—actual cost including all applicable taxes.~~

~~(b) Meals including tax and tip should be reasonable. Reasonability shall be determined by destination or location.~~

~~(c) All incidental expenses must be itemized and have receipts or a satisfactory explanation.~~

~~(2) Prior to foreign travel, the Commissioner must be notified in writing by Commission Chairman:~~

~~(a) name(s) of individual(s);~~

~~(b) departure date and duration of trip;~~

~~(c) purpose of trip.~~

~~(3) Any extraordinary expenses will be outlined and explained and submitted to the Commissioner for approval by claimant.~~

~~(4) The rate of currency exchange will be noted for all foreign travel claims and converted to U. S. dollar amounts.~~

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Foreign Travel" was filed on April 30, 1986; effective May 20, 1986.

~~40-26-1-.31~~ 40-26-.28 Per Diem and Expenses.

~~(1) Commission Member Per Diem and Expenses:~~ Commission and Advisory Board Member Per Diem and Expenses should be handled the same and should follow IRS guidelines:

(a) The daily per diem rate shall be set by each Commission not to exceed the per diem allowed members of the Georgia General Assembly.

(b) Commission and Advisory Board members shall be entitled to a daily per diem and expenses when engaged in official Commission business as a designated representative appointed by the Commission Chairman.

~~(2) Advisory Board Member Per Diem and Expenses:~~

~~(a) The daily per diem rate shall be set by each Commission not to exceed the per diem allowed Commission members.~~

~~(b) Advisory Board members may receive per diem and expenses for attendance of official Commission meetings only.~~

Authority O.C.G.A. 2-8-1, et seq. **Administrative History.** Original Rule entitled "Per Diem and Expenses" was filed on April 30, 1986; effective May 20, 1986.