



## Unified Government of Athens-Clarke County Travel Internal Control Policy

The \_\_\_\_\_ designates \_\_\_\_\_  
(Department, Constitutional or Appointed Office) (Employee Name)  
as the Travel Card Coordinator (TCC) and if applicable, \_\_\_\_\_ as  
(Employee Name)  
Backup Travel Card Coordinator. The TCC shall be responsible for:

- I. Ensuring travel is approved prior to travel reservations or incurring travel expenses.
- II. Scheduling or reviewing travel related reservations prior to travel.
  - a. The TCC will ensure that travel reservations comply with the Athens-Clarke County travel policy and report any departures to the approving authority.
- III. Reviewing travel reimbursement forms (ex. Travel Expense Reconciliation Form, Travel Advance Request Form, Personal Vehicle Mileage Reimbursement Form)
  - a. Reconciling itemized receipts to total travel expenses claimed on the employees' Travel Expense Reconciliation Form.
    - i. The TCC will ensure that travel expenses comply with the Athens-Clarke County travel policy and report any departures to the approving authority.
  - b. Ensuring that mileage reimbursement requests represent the most direct and/or economical route possible.
    - i. The TCC should use MapQuest, Google Maps or a similar service to recalculate the approximate mileage of the route traveled.
- IV. Obtaining the signature of the Department Director, Manager, Appointed/Elected Official or their designee on the employee's travel forms.

The \_\_\_\_\_ designates \_\_\_\_\_  
(Department, Constitutional or Appointed Office) (Employee Name)  
to reconcile the monthly travel expenses in the Bank of America Works Program.

\_\_\_\_\_  
Responsible Official

\_\_\_\_\_  
Date