



Prosecuting Attorneys’ Council of Georgia

Policies & Procedures

Approved Oct. 17, 2002; amended
Jun. 17, 2013

4.3

Financial Services

District Attorney Travel Budgets

1. Authority.

- (a) This policy is adopted pursuant to O.C.G.A. §§ 15-18-12, 15-18-40(c) and Chapter 6 of the Rules of the Prosecuting Attorneys’ Council of Georgia (PACGA).
- (b) By law, the Council is “the fiscal officer for the prosecuting attorneys” of this state. As the fiscal officer, the Council has certain fiduciary responsibilities to manage the funds that are appropriated by the General Assembly for official travel by the district attorneys (D.A.) , or which are otherwise available for such purpose. Among those duties is the obligation to insure that expenditures do not exceed the sums specified by the annual appropriations Acts. See O.C.G.A. § 45-12-87.

2. Application.

- (a) The D.A. travel budget for a judicial circuit shall include all funding made available to the district attorney for the following purposes:
 - (1) Reimbursement of actual expenses for official travel in accordance with Chapter 6 of the Council Rules, including the expenses incurred by authorized state-paid and non-state paid personnel while attending continuing education programs conducted by or approved for credit or reimbursement by the Council pursuant to O.C.G.A. § 15-18-45;
 - (2) Reimbursement of mileage paid to a county governing authority that provides a state-paid employee of a D.A. with a government owned vehicle; and
 - (3) Maintenance and other operating costs for state motor vehicles assigned to a district attorney’s office by the Council.
- (b) When a district attorney is designated as district attorney pro tempore for another judicial circuit pursuant to O.C.G.A. § 15-18-5, any reimbursable expenses shall be charged against the budget for the judicial circuit in which the district attorney pro tempore is acting unless otherwise directed by the Council.

3. Establishment of D.A. Travel Budgets.

- (a) On or before June 1 of each year, the Council is required by O.C.G.A. § 15-18-12(e) to adopt and furnish to each district attorney and the state auditor a travel budget for each

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judicial circuit based on the amount appropriated by the General Assembly for the fiscal year beginning July 1.

(b) Contingency reserve. In developing the travel budgets for the judicial circuits, the Fiscal Services Division shall establish a contingency reserve of 3 percent of the total amount appropriated by the General Assembly in order to meet any expenses which have not been reasonably anticipated.

(c) Priorities.

Based on the amount of funds appropriated by the General Assembly, the Council will:

(A) Establish priorities for the allocation of travel and motor vehicle expense funds among the judicial circuits for the fiscal year; and

(B) Approve a funding formula for allocating travel funds among the judicial circuits based on the recommendations of the Executive Director, which takes into consideration the geographic size and the caseload of each circuit, and such other facts the Council determines are relevant. Once adopted the funding formula shall remain in effect until modified by the Council.

(d) D.A. Budget Requests.

(1) When preparing a budget estimate of state funds needed for a new fiscal year for approval by the Council, the Fiscal Service Division shall solicit and consider any requests for additional travel funds submitted by a district attorney.

(2) Prior to the adoption of the travel budget for the fiscal year based on the amount appropriated by the General Assembly, each district attorney may submit a request for funding that is in addition to the amount recommended by the Executive Director and the Council staff. Such requests shall be considered by the Council when approving the travel budgets for each judicial circuit.

(e) Adjustments to travel budgets.

(1) Increases and decreases to appropriations provided by the General Assembly shall be allocated proportionately as increases and decreases in Circuit allocations, including amounts held as reserves.



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(2) During the fiscal year, a D.A. may submit requests for adjustments to travel budgets to the Fiscal Service Division for consideration by the Council. Any request for adjustment must contain facts justifying any request for additional funds.

4. Expenditures.

(a) A D.A.'s office shall not request reimbursement of expenses that will exceed the approved travel budget for the judicial circuit. The Fiscal Services Division shall establish budget controls designed to prevent a judicial circuit from exceeding the approved travel budget. Once the approved state travel budget of a judicial circuit for the fiscal year has been exhausted, no further reimbursements will be made unless the D.A. enters into a written agreement with the Council to transfer funds from other sources that may be available to the judicial circuit or otherwise agrees to reimburse the Council.

(b) If a D.A.'s office submits requests for requests for reimbursements that result in payment by the Council that exceeds the approved travel budget for the judicial circuit, the D.A. will be billed for the overage. Any overage must be repaid to to the Council within 30 days of the billing or the overage will be reported to the Council.

(c) If a D.A. fails to repay an overage within thirty (30) days of the end of the fiscal year, it shall be reported to the Council and the amount of the overage shall be deducted from the travel budget for the next fiscal year and any succeeding fiscal years until the overage is repaid.

5. Reports.

(a) The Fiscal Services Division shall provide each D.A. or his or her designee with a monthly report of expenditures of each approved travel budget for the judicial circuit.

(b) The Fiscal Service Division shall include in it's financial report to the Council, a summary of expenditures of each approved travel budget.