

Meal Expenses-No Overnight Travel in Georgia

Employees who travel more than 50 miles from home and headquarters on a work assignment, and are away for more than 12 hours may receive 100% of the total days per diem rate when there is no overnight lodging. State per diem rates: \$28 for Georgia, \$36 for Georgia high cost areas. Receipts are not required for meals and taxes/tips should be included in the price of the meal.

Meal Expenses with Overnight Travel-General

Employees traveling overnight may be reimbursed for the daily cost of meals within the maximum limits established in the UGA policy. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of 3 meals per day for all day other than the day of departure and the day of return. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel.

Meal Expenses-Travel Outside of Georgia

Out-of-state meal per diems follow the appropriate GSA per diem rates. These rates include only the cost of meals and NOT incidental expenses. Rates can be located at:

<http://www.gsa.gov/perdiem>

Incidental expenses are reimbursed at actual costs. Travelers are only eligible for 75% of the per diem rate on the day of departure and return.

Meals included in Conference Registrations

Meals included as part of the cost of a conference registration, etc, should not be considered eligible in the calculation of per diem. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal.

Lodging

Employees traveling more than 50 miles from their home/office/headquarters may be reimbursed for lodging with overnight travel. Lodging claims must be documented by receipts and at a business that offers lodging to the general public (i.e. hotel or motel and not a private residence). Employees are responsible for ensuring the most reasonable rates are obtained. Deluxe hotels and motels should be avoided. GSA rates have been established and should be utilized for lodging. These rates can be found at:

<http://www.gsa.gov/perdiem>

Expenses exceeding the GSA rate by more than 25% should be justified on the travel expense statement.

Taxes

Employees traveling on official business in Georgia are exempt from the county and municipal excise tax. Travelers should present the Hotel/Motel Excise Tax Exemption Certification form to the hotel operator. The form can be located at:

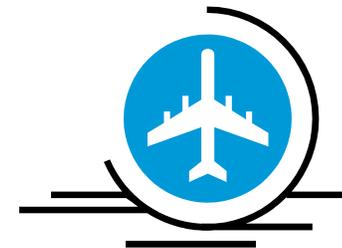
http://www.busfin.uga.edu/forms/excise_exempt.pdf

Employees are required to pay sales and use taxes.



The University of Georgia

Employee Travel Guide



Accounts Payable: 706-542-2786

Web: http://www.busfin.uga.edu/accounts_payable/travel.html

Mileage Reimbursements

When the determination is made that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the appropriate rate as set forth by the State Accounting Office and the Office of Planning and Budgets.

Travel occurring Monday-Friday and not originating from headquarters should have the employee's normal commute miles from residence to headquarters deducted.

Airfare

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Travelers should obtain the lowest available airfare which may include use of the internet, a travel agency, or airline services. Penalty or non-refundable fares should be used whenever feasible.

Employees are limited to coach fares unless there is no space on the needed flight, a medical practitioner certifies a medical condition that requires specific air travel arrangements, or the Commissioner of Public Safety certifies the necessity.

For international flights, upgrades to business class are allowed.

First class is prohibited.

In the event there is a charge for checked luggage, UGA will reimburse 1 piece of luggage. If additional bag(s) are required, requests for reimbursement must include an associated explanation.

Rental Vehicles

Car rentals can be utilized when it is determined that renting a car is the most advantageous form of travel. The State of Georgia has two mandatory rental contracts in place.

In-state travel (not involving a rental at Hartsfield-Jackson):

Provider: Enterprise Rent A Car

Reservations: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refid=UGA2014

Instate travel, Inter-state travel and ANY airport rental:

Provider: Hertz

Reservations:

https://www.hertz.com/rentacar/hertzlink/index.jsp?targetPage=State_of_GA_Univ_System.xml

Select University of Georgia from the drop down menu.

Or by Calling 1-888-444-8500.

CDP code: 2018753

Luxury rentals are not allowed. Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance is included in the contract at no additional cost. In an accident while driving a rental car? Call Risk Mgmt at 1-877-656-7475.

Expense Report Submission

Employees should submit expense reports within 45 calendar days of completion of travel. Any request for reimbursement that exceeds 45 calendar days from completion of the trip should include a letter of explanation detailing the circumstances that prevented timely submission.

Fly America

The Fly America Act requires international flights to be US Carriers when available. Employees flying on federal sponsored funds must be in compliance.

Authorized Travel Agencies

UGA's authorized travel agencies are allowed to direct bill employee airfare to the University. For a complete listing, visit:

http://www.busfin.uga.edu/accounts_payable/authorized_agencies.html

International Travel

Visa/Passport fees are reimbursable when the employee does not possess them and the employer necessitates the travel. GSA per diem rates have also been established for foreign travel:

<http://www.gsa.gov/perdiem>

Expenses incurred in a foreign currency should be converted to United States dollars (USD). If expenses are charged, the credit card company will convert them. Charges can be converted via the internet for the dates of travel at

<http://www.oanda.com/currency/converter/>

Travel Authorization

Employees traveling out-of-state should complete a travel authorization in the eCheck system prior to traveling. The eCheck system can be located at:

<https://webapps.ais.uga.edu/PCFA/index.jsp>