

## **SECTION C     Travel**

### **C-1     Travel Regulations**

Institutions of the University System shall be guided by general travel regulations set forth in this section when employees are required to travel away from headquarters in the performance of their official duties. The University System expects to reimburse them for reasonable and necessary expenses as may be incurred while traveling. In cooperation with State regulations, the Board of Regents has adopted the following general regulations regarding travel of employees on official business of the University System. Statewide Travel Regulations are available at <http://sao.georgia.gov>. Under the *Policies* dropdown menu, select *Other Procedural Functions*, then *Travel Regulations*. Alternatively, type *Statewide Travel Regulations* in the site's search window. The Business Office can also provide assistance in finding the required information.

### **C-2     Travel Authorization**

Employees required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from his/her division head or other designated official for the performance of travel. Travel authorization is required even if reimbursement is not requested. Approval may be in the form of a standing authorization in the case of individuals required to travel on a regular or continuous basis, a specific authorization in the case of those individuals who are required to make occasional trips, or a specific authorization for all out-of-state trips and shall include an itinerary, estimate of the cost of meals, lodging and travel, mode of transportation, and the general purpose of travel.

A Travel Authorization must be submitted before traveling. The Travel Authorization form can be accessed on your Employee Self Service page.

This form includes space for basic data such as location of proposed travel, departure and returning dates, approximate cost of trip, and an explanation of the purpose of the trip. This form must be prepared online and forwarded to the immediate supervisor prior to the date of proposed travel. The immediate supervisor will then approve or deny and forward the request to the Business Office for final approval or disapproval. E-mail notification will be sent and approved forms will be returned to the originator and disapproved forms will be returned for corrections or deletion. No trip should be taken with the expectation of reimbursement of travel expenses unless the originator has received an approved copy of his request prior to his/her departure.

### **C-3     Travel Expenses and Reimbursement**

#### **A. Meals**

Allowed amounts for reimbursement on meals can be found by going to <http://sao.georgia.gov>. Under the *Policies* dropdown menu, select *Other Procedural Functions*, then *Travel Regulations*. On the Travel Regulations page, click on another link called *Statewide Travel Regulations*. In high costs areas (deemed so by the State - *Chatham, Cobb, DeKalb, Fulton, Gwinnett, and Glynn counties*), the allowed

*amounts* for meal reimbursements are somewhat higher than for other areas. The Business Office can provide assistance in finding the necessary information.

Employees are not entitled to reimbursement for breakfast and the noon meal (lunch) unless overnight lodging is incurred or meals are an integral part of a scheduled meeting and the individual is an official representative of the institution or part of a required registration fee. Where overnight lodging is concerned, dinner is the only meal reimbursed on the first day of travel. On successive days of travel, the employee is eligible for reimbursement for three meals, and on the final day of the trip, breakfast and lunch are reimbursable.

#### B. Lodging

Reimbursement will be made for actual lodging expenses and must be documented by a receipt. Many hotels and motels grant commercial rates upon request to state employees who show identification. Georgia state employees traveling in Georgia or Florida on official business and paying with a Gordon College check should not be charged county or municipal excise tax on lodging. A Sales and Use Tax Certificate of Exemption Form and a Motel Tax Exemption Form can be obtained in the Business Office. These forms should be carried with you while traveling.

When a room is shared with other state employees on travel status, reimbursement will be shared. A state employee on travel status, if accompanied by someone who is not a state employee on travel status, would be entitled to reimbursement at a single room rate.

#### C. Transportation

Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.

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 the performance of official duties. This rate will appear automatically in the travel authorization and expense statements when entering mileage. The initial point of departure during an employee's normal workweek shall be the individual's residence or headquarters. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure.

Actual odometer readings will be reported; however, personal mileage and normal commute miles should be reported in the designated space on the travel expense statement. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained on the travel expense statement. Parking and toll expenses will be paid for official travel in personal or state vehicles. A receipt must be provided.

Transportation by common carrier, plane, rail, taxi or limousine will be reimbursed. Reimbursement will be made upon

presentation of a ticket stub, receipts, or other documentary evidence of expenditure.

**USE OF COLLEGE VEHICLE:**

The use of college vehicles is restricted to approved college activities. Students are not allowed to drive under any circumstances.

Submit a "Request For Use of College Vehicle(s)" form for each trip. This form must be submitted to the Facilities Office a minimum of five working days prior to the expected departure date. Forms for the use of a college vehicle are located on the Gordon College templates.

Employees traveling in state vehicles should purchase fuel with a state credit card obtained from Facilities.

D. Miscellaneous Expense

Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of check showing payment.

E. Requisition for pre-payment of Travel Expenses.

A request to pay any registration, airline ticket or hotel must be submitted on a "Gordon College Requisition" (a copy of the form used at Gordon College is located on the Gordon College templates) and accompanied by a registration form, or in the case of an airline ticket, a statement indicating the cost of the advance and to whom payable. These advances are charged to the person traveling and should be reflected on his/her expense statement. This includes payment for pre-registering. The total cost of travel should be reflected on the travel expense statement.

F. Expense Statement is found online on Employee Self Service.

G. Reimbursement Procedures

Reimbursement claims for meals and lodging are to be reported on the Expense Report by date, location, and amount for each meal and lodging claimed. An individual taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

Responsibility for appropriate audit, approval, and reimbursement of expense reports is vested in the appropriate officials of the institution. Expense reports will be processed in an expeditious manner. Claims will be paid as soon as practical.