

Georgia Tech Travel Policies

After you read these basic travel guidelines, please sign and date the second page and return to Michele Yager. You should keep a copy for your files.

For more detailed information see: <http://www.admin-fin.gatech.edu/business/travel/>

TRAVEL AUTHORIZATION:

Travel Authorization approval must be obtained prior to travel from the unit head or their authorized designee on a Travel Authority Request (TAR). Approval attests to the necessity of the travel and ensures that arrangements are reasonable in nature and amount. Travel is for official Georgia Tech business and is contingent upon the availability of funds. Employees required to travel are entitled to reimbursement for reasonable, necessary and allowable incurred expenses. A careful analysis of the distance, timeliness, and overall cost factors of a trip should be considered. Additional expenses incurred for personal preferences or convenience are the responsibility of the traveler. **NOTE:** You may not be able to be reimbursed for expenses that did not get prior approval. If the itinerary of the trip changes from that stated on the original TAR a revision must be approved at the departmental level.

TRAVEL EXPENSES REIMBURSEMENT:

The Travel Expense Statement (TES) must be used by employees to request reimbursement for expenses associated with official travel. Reimbursement requests are to be submitted to Accounts Payable within 30 calendar days of the last day of travel. TES's submitted to Accounts Payable more than 60 calendar days after the last day of travel will require additional documentation. A memo must be completed and signed by the traveler and the school/department head explaining the delay in submission and or processing and be submitted to Accounts Payable for review. For the purpose of calculation of late submission by more than 60 days, periods that include official Institution holidays will exclude those days. Georgia Tech's IRS accountable plan rules regarding travel reimbursements require timely submission of TES and related receipts. Reimbursement requests that are not supported with a reasonable justification for late submission may be reported as taxable income on the employee's W-2, as per IRS regulation. The traveler should also remove/block any sensitive information (SS#, all except last four digits of credit card #'s) on the TES and/or receipts. Authorized travel should be made via the most economical mode of transportation, consistent with the purpose of the travel. **NOTE:** The TES must always be signed by the traveler. The traveler (payee) signs the travel certification attesting to the accuracy and completeness of the claim for travel reimbursement. Electronic signatures and signature stamps are not allowed at this time.

AIR FARE:

Employees traveling on official business should obtain airfares that result in the lowest cost to the Institute consistent with their scheduling requirements. Reimbursement is at all times limited to coach fare. Some exceptions may apply, these should be approved in advance and noted on the TES. If free upgrades are used, this should be noted on the TES. The transaction or service fees associated with booking airfare are authorized items for travel reimbursement. Additionally, baggage fees, change fees, etc. associated with official business are reimbursable. Airfare can be direct billed to the Institute through the existing program with Travel Inc. An itinerary showing the dates of travel, seat assignment and form of payment, including purchase price must be presented with the TES. The Institute has entered into an agreement with Travel Inc. to arrange for the prepayment of air travel for faculty and staff. Contact the Travel Inc. team assigned to GT traveler's at (770)291-5190. Travelers may also utilize the web booking tool, Cliqbook, to direct bill airfare. Approval to direct bill must be obtained prior to ordering any airline ticket, either through Travel Inc. or Cliqbook.

OTHER TRANSPORTATION:

Taxi expenses related to personal business and travel are not reimbursable. Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. However, a point-to-point explanation is required for each item to be reimbursed. All transportation expenses should be itemized on the employee TES.

Reimbursement for the use of a personal car to travel to the home airport may be made for mileage reimbursement for one round-trip to and from airport and parking. Mileage is calculated from home or headquarters (whichever is closer) on

regular workdays . If the employee is dropped off at the airport, only a one-way mileage reimbursement (from home or headquarters) may be claimed on day of departure and day of return. Mileage from GT headquarters is a maximum of 15 miles on a workday.

A rental vehicle may be used when it is necessary and convenient in the performance of an employee's official duties. Employees must pay for rental cars at time of rental and seek reimbursement on the TES after the trip. Authorization to rent a vehicle must be granted prior to travel on the TAR. National Car Rental (Nationwide) is under non-mandatory contract with the State of Georgia. The contract rental rates include collision and liability insurance coverage at no additional cost. Travelers must quote the state contract number (S-030293) and the recap number (5500078) in order to receive the collision and liability insurance coverage. Hertz Car Rental (Local) is under contract with Georgia Tech. Details of these non-mandatory contracts can be found on the Procurement Services web site. The contract ID must be quoted at the time of reservation in order to receive the CDW and LDW at no additional cost. Personal accident and effects insurance on rental vehicles is not reimbursable (*PAI, PEP, PEI*). Collision and liability insurance costs are reimbursable (*CDW, LCW*). Any type of supplemental liability insurance is not reimbursable (*SLI, LIS*). When employees share a rental vehicle, the fact should be indicated on the Travel Expense Statement along with the name of travelers with whom ride was shared. In addition to rental fees, an employee may be reimbursed for some other costs associated with official use of the vehicle.

LODGING:

Reimbursement is limited to the actual cost of lodging expense supported by itemized receipts. Reimbursement for lodging within a 50 mile radius of a person's home office, residence, or headquarters is not allowable. When a room is shared with other state employees on travel status, reimbursement will be calculated on a pro rata share of the total cost and must be claimed separately by each employee. Each traveler's (if both are GT employees) Travel Expense Statement (TES) should indicate the name of the traveler with whom the room was shared and the campus reference number of the other traveler's TES. If the incremental cost for additional persons is not significant, one employee can claim the entire room expense.

REGISTRATION FEES:

Registration fees are reimbursable when required for participation in a workshop, seminar, convention or conference, which an employee is authorized to attend. Any part of a registration fee applicable to meals and/or lodging, and identifiable as such, should be reported as meals or lodging expenses. Fees for optional activities such as sight-seeing, field trip, or banquets are not reimbursable. Any such fees representing official related activities must be justified in writing and approved in advance by the travel approver. Payment for registration fees will be made in one of three ways:

1. Procurement Card,
2. Reimbursement to the traveler on the TES, or
3. Prepaid using the Check Request Form.

Reimbursement requests should be made on a TES and must be supported by a "Paid" receipt or copy of the check, or a bank statement showing check date and amount. A registration form/brochure indicating the conference name, dates and cost must accompany the request. Prepayment using the Check Request Form or the P-Card should be supported by a copy of the completed registration form.

REMINDER: If others are going on the same trip, please get together to discuss/coordinate arrangements.

I have read, understand, and will abide by the above travel policies.

Signed

Date