

- Policy: BFCNEX-06
- Issue Date: 08/12/2008
- SME: Controller

Travel Expense(s)

Background

The University of West Georgia follows BOR BPM section 4 and State of Georgia Travel Regulations with regards to travel expenses and supplements existing BOR policies with the following guidelines for travel at the University of West Georgia.

Guidelines

In general, individual that seeks reimbursement for job related travel must complete a travel expense statement as an accounting of the claimed expenses to be considered for reimbursement. Expense statements are to be compiled and submitted for approval within sixty (60) days after the trip is completed. Travelers will only be reimbursed for their own expenses and not for expenses incurred on behalf of another. The university will pay amounts up to the maximum allowable; however, the university also recognizes that departments may place limits on amounts to be reimbursed to individuals.

Reimbursements referencing a standing travel authorization (included mileage) are to be submitted at regular intervals (no less than once prior to fall/spring break and at the end of the fall and spring semesters) throughout the span of time identified on the authorization.

Group Travel

The only exception to this policy is group travel where an individual (employee) or multiple individuals(employees) will pay for the expenses of other members of the group, i.e., team travel or studies abroad. The names of the group members for which the employee will seek reimbursement must be identified by name and employee number and submitted at time of payment or reimbursement.

Travel expense statements not in compliance with this guideline will be considered for reimbursement pending the review of circumstances or events which prohibited the individual from compliance with the guideline. The extenuating circumstances or events should be documented and submitted with the travel expense statement for consideration to the appropriate Dean or Vice President.

Restrictions

- Travelers should not pay for another traveler's expenses unless traveler is part of a University group (Team or Studies Abroad).
- Travel receipts for which a travel advance was issued must be submitted within ten (10) days after the trip is completed.

Procedure

- The traveler compiles the required information/receipts; completes an expense statement; and acknowledges the accuracy and veracity of the report with signature.
- The traveler submits the completed expense statement to the appropriate authority for approval with the necessary documentation required. Travel utilizing restricted project funds will require the approval from Sponsored Operations.
- The traveler submits the completed expense statement, receipts and original travel authorization to the office of the Controller for review and audit.

Applicable Forms

- UWG Travel Expense Statement (electronic or non electronic)