

UWG TRAVEL TEMPLATE

Overview

The purpose of this document is to provide employees with a template to follow when preparing for travel and when completing a travel expense report for reimbursement. If, after following this document, you have additional questions or need assistance, please contact one of the following individuals:

For questions regarding policies, procedures or receipt requirements:

- Anita Saunders (asaunder@westga.edu or 678-839-6394)
- Lisa O'Neal (loneal@westga.edu or 678-839-5303)
- Randy Miller (rcmiller@westga.edu or 678-839-5329)

For questions regarding data entry into the PeopleSoft system:

- Patricia Durrough (pdurroug@westga.edu or 678-839-6392)
- Christy Rabern (crabern@westga.edu or 678-839-5528)

You can also visit the Travel Services webpage at www.westga.edu/travel

Pre-Travel Steps

1. Obtain authorization to travel from your supervisor/departmental approver. This authorization must be in written or email form and should be maintained by the traveler in the home department.
2. Ensure that you have a valid PeopleSoft login. Verify this by signing into the [PeopleSoft Self Service](#) website. If you do not have a PeopleSoft Self Service account; please register for one. Registration instructions can be found [here](#). If you have an account but have forgotten your password, please contact the ITS service desk at servicedesk@westga.edu or 678-839-6587.
3. Determine the most cost effective mode of travel. The [Cost Effective Transportation Form](#) is an optional tool that can be used to assist and guide you through this process. The cost comparison information must be documented in writing and approved by the traveler's departmental approver. This documentation should be maintained in the traveler's home department. If traveling 180 miles or less round trip, a cost comparison is not needed; employee can claim the Tier 1 mileage rate if using a personal vehicle. The following are REQUIRED when considering modes of travel:
 - a. Fleet Vehicle – the traveler must use a fleet vehicle if one is available unless traveling 180 miles or less round-trip. Contact Campus Facilities at x96576 to determine availability of fleet vehicle. If one is available, obtain estimated cost. A trip ticket will need to be completed to actually reserve a vehicle.



- b. If a fleet vehicle is not available and traveler is traveling more than 180 miles round trip, the traveler must compare the cost of an [Enterprise or Hertz Rental Car](#) and a personal vehicle. Enterprise and Hertz Car Rental currently holds the statewide contract for car rentals originating in the state of Georgia. The [Vehicle Cost Comparison](#) tool can assist in determining the estimated cost of a rental car.
 - c. If a fleet vehicle is not available, either a rental car or personal vehicle (whichever is more cost effective) should be utilized. If a personal vehicle is not the most cost advantageous but the traveler prefers his/her personal vehicle, the traveler will only be reimbursed at the Tier 2 mileage rate.
4. For out-of-state travel, airfare should be utilized unless another mode of travel is justified. Traveler should compare various airfares to determine the most cost effective airfare. Traveler should consider connecting flights if the connection does not add more than two hours travel time and save \$200 or more and traveler should consider flights that are within two hours before or after preferred flight time if there is a cost savings. Prepaid airfare can be obtained from [West Georgia Travel](#).
5. Traveler should identify the meal per diem rate for the destination location by checking the [In-State Rates](#) or the [Federal Meal Per Diem](#) website for out-of-state rates.

During Travel

1. Ensure that you obtain receipts which meet the [minimum receipt requirements](#). Receipts must indicate what was purchased and must reflect a zero balance. Generally, receipts for meals are not required except when requesting reimbursement for a meal purchased in lieu of one provided by the conference or meeting site (as noted in #2). Receipts are also not required for expenses less than \$25.
2. Reimbursement is not allowed for a meal that was provided by the conference or meeting site unless extenuating circumstances require the traveler to purchase a meal in lieu of the provided meal. If this occurs, a meal receipt is required for the purchased meal. A brief explanation for purchasing the meal in lieu of one provided will also be required in the comment field of the expense report.
3. If traveling in-state, present the [Hotel/Motel Tax Exemption Form](#) at check in to be exempted from the local hotel/motel occupancy tax.
4. The number of miles travel should be maintained for reporting number of reimbursement miles. Normal commute miles must be deducted.
5. If car rental is necessary outside the state of Georgia, [Hertz Car Rental](#) should be used. Hertz Car Rental holds the statewide contract for out-of-state car rental needs originating out-of-state.

Post-Travel Steps

1. Log into PeopleSoft Self Service: <https://fprod-selfservice.gafirst.usg.edu>
2. Select **Employee Self-Service**
3. Select **Expense Report**
4. Select **Create**
5. Enter the general information for the expense report:
 - a. Select the appropriate **Business Purpose** from the drop down
 - b. Enter a description in the **Report Description** field
 - c. Enter/Select the **Destination Location**
 - i. To enter type the location in the following format: **City**
 - ii. To select the location, click the **Look Up Location** icon (magnifying glass).
 1. Enter the two-letter state abbreviation in the **Expense Location** field.
 2. Click the **Look Up** button
 3. Locate the correct city in the **Description** field
 4. Click the **Expense Location** code for that city.
6. For expenses that occur each day of the trip, you may select the **Quick Fill** link (*this is an optional tool*)
 - a. Enter a date or a range of dates
 - b. With a checkmark, select the expense type that applies to one day or all days
 - c. Click **OK**
 - d. Complete any missing detail on the **Quick Fill** lines you just added
 - e. To add additional lines, click the **+** button
7. In the **Action** drop down, select **Default Accounting for Report** and click the **Go** button. This will allow you to verify or enter the correct chartstring information for your expense report.
8. For each expense:
 - a. Enter/select date in the **Date** field
 - b. In the **Expense Type** drop down, select the appropriate expense type
 - c. Enter a **Description** for the **Expense Type** if needed
 - d. Select the **Payment Type**
 - e. Enter the **Amount** (if not automatically entered based on Expense Type)
9. For mileage expenses, see steps below. Otherwise skip to step #10.
 - a. Enter/select date in the **Date** field
 - b. For the **Expense Type**, select the appropriate mileage type
 - c. Select the **Reimbursable Miles** link (if the Mileage Details pop-up does not automatically display)
 - d. In the Mileage Details pop-up, enter the **Total Miles Traveled** that day
 - e. Enter **Personal** and/or **Commute Miles**
 - f. Click **OK**
 - g. Enter/select the **Originating Location**

- h. In the **Description** field, enter locations visited and whether you left from/returned to your home or UWG,
 - i. The **Payment Type** should be **N/A (e.g. Mileage)**
10. For meals, see steps below. Otherwise skip to step #11.
- a. Enter/select date in the **Date** field
 - b. For the **Expense Type**, select the appropriate meal
 - c. The Description field can be utilized for justification of meal(s) listed in conference agenda when a meal is purchased in lieu of one provided, a meal is not substantial, traveler was not an invitee, etc.
 - d. Select the appropriate **Payment Type**
 - e. The per diem amount will be automatically populated based on the location
 - f. Select the **First or Last Day of Travel** link if your meal was on the depart or return date of travel.
 - g. Check the **Deduction** flag
 - h. Click **OK**
 - i. The per diem amount will have been deducted by 25% to meet the state requirement of 75% reimbursement
11. To copy expense lines, select **Copy Expense Lines** from the Actions drop down menu; otherwise go to step #12.
- a. Click **GO**
 - b. In the **Copy Expense Lines** window, you can either copy the expense line to a single date or a range of dates. You also have the option to include weekends or holidays
 - c. Enter a date in the **To Date** field
 - d. Check to box to select the expense line you wish to copy
 - e. Click **OK**
12. To save the expense report for later, select the **Save for Later** button.
13. Click the **Summary and Submit** link
14. Click the **View Printable Version** link to print a paper copy for submission.
15. You may enter any additional comments in the **Notes** link.
16. To submit the Expense Report for approval, you must first check the verification checkbox indicating the travel was for official business.
17. After checking the verification selection the **Submit Expense Report** button becomes enabled. Click the **Submit Expense Report** button to submit the Expense Report for approval.
18. Your expense report has now been submitted electronically to your approver for approval.
19. Attach all travel documents including your receipts, conference agenda, etc. to the printed copy of the expense report. Sign the last page of the expense report. Forward the printed and signed expense report, along with all receipts and necessary documentation to the Controller's Office in Aycock Hall.