GENERAL GUIDELINES (Lodging continued)

“occupancy” tax. Employee must submit a copy of the tax exempt form to the hotel at check-in.
- Employee may access the Hotel/Motel Tax Exemption form on the Travel Service website.
- Employee must submit zero balance invoice in name of traveler for reimbursement consideration.
- Expense report must reflect break out of hotel charges on separate lines for lodging, internet, parking, etc.
- Lodging facility must be a business that offers lodging to general public and not a private residence.

RECEIPTS

Itemized receipts should include name and address of vendor, date of service, description of goods or services, and amount paid for each individual item. Receipts are required for the following regardless of amount:
- Airline fares
- Hotel expenses
- Rental car expenses
- Registration Fees
- Passport/Visa fees — for official business
Receipts are required for the following items only if $25.00 or more per individual receipt:
- Parking and highway tolls
- Gasoline purchased for rental vehicles
- Taxi fares, shuttles, mass transit tickets
- Checked/Excess baggage fees
- Laundry or Dry-Cleaning after seven consecutive days of travel

INCIDENTALS – Incidental expenses are reimbursed separately. The traveler must state the type of tip being reimbursed, i.e., porter tips, bell hop, maid service, etc.

CONFERENCES

- Traveler may not claim meal per diem allowance if the meal is included in registration fee paid by the University.
- If provided by Conference, hotel, or meeting, the following are considered as meals: continental breakfast, lunch, dinner, banquets, and receptions unless noted on expense report not to be sufficient as to constitute a meal.
- If reimbursement is requested for a provided meal which was not attended by the employee, a meal receipt must be submitted with the expense report as well as written justification signed by traveler and departmental approval authority.
- Traveler must submit conference agenda with expense report and supporting documentation.
- Lodging location determines meal per diem allowance.

INTERNATIONAL TRAVEL

- Itemized hotel receipt indicating traveler’s name and zero balance is required to be submitted with expense report.
- Meal per diems for international travel are based on rates provided by the US Department of State and are available on the Travel Services website link.
- Claimed expenses must be converted to US dollars and exchange rate documented. Currency Conversion may be accessed at www.oanda.com/currency/converter.

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HELPFUL WEBSITE LINKS FOR TRAVEL REGULATIONS

UWG Travel Services Website: www.westga.edu/travel/
Board of Regents Travel Policy: www.usg.edu/business_procedures_manual/section4
State Travel Regulations: sao.georgia.gov/state-travel-policy
Training Information: westga.edu/training

Note: SAO Travel Policy is subject to revision and the Travel Services website should be referenced for current information. This pocket guide serves as a quick reference only and is not intended to be inclusive of all SAO, BOR, and institutional travel policies. Policy included in this Pocket Guide is based on 07/01/2013 revision. BOR Business Procedures Manual indicates employee State travel regulations are to be applied to non-employee and student travel.
I. TRAVEL PROCESSES AND FORMS

PROCESSES AND FORMS
- All forms can be found at www.westga.edu/travel
- Travel Authorization - Employee
- Cash Advance Request
- Hotel Exemption Form (Local Excise/Occupancy Tax)
- In-State Hotel/Motel Tax Exemption Exception Form
- Cost Effective Transportation
- Statewide Car Rental Waiver Form SPD-NI005
- Travel Expense Statement – prod-selfservice.gafirst.usg.edu
- 45-Day Reasonable Exception Request Form
- Missing Receipt Form
- Student Group Travel Authorization w/ Addendum Listing

CASH ADVANCES
- Travel advance request should be submitted no more than 30 business days but no less than 5 business days prior to date of departure of trip.
- Limited to employees with current annual salary of $50,000 or less.
- Minimum advance request amount of $200.
- Employee (whose salary exceeds $50,000) traveling with team or student group may request a cash advance for student expenses only.
- Cash advance must be reconciled within 10 business days of last date of travel via submission of employee expense report.
- Personal check for unused cash advance funds should be presented to Travel Department for deposit at Cashier’s Window.
- If trip is cancelled, funds must be returned within 2 business days.
- Outstanding cash advance must be reconciled before another may be issued except when travel begins within 5 business days of previous trip’s completion date.

REGISTRATIONS (Prepaid)
- Registrations – submit Check Request and registration form 10 - 30 days in advance of payment deadline.

TRAVEL AUTHORIZATIONS
- Employee is required to receive authorization for official business travel from the department head, dean, or other designee prior to departure.
- If Travel Authorization Form is used, information should include:
  - Employee name, ADP number, department name
  - Purpose of trip including destination City/State
  - Dates of travel and estimated costs
  - Funding account chartstring
  - Signature of approval authority over travel funds
- Travel Authorization form must be submitted to contracted travel agency when booking advance airfare ticket.
- For team/group travel, Travel Authorization for Student Groups Form with student name addendum listing must be approved.

EXPENSE REPORT REIMBURSEMENT
Travel expense reports are required to be submitted for approval ideally within 10 days but no later than 60 days after the last date of travel.

Generally, reimbursements will be direct deposited (via EFT) into the employee’s bank account of record established with ADP payroll.

Reports submitted after 60 days from the last date of travel will be included in the employee’s W-2 as taxable earnings. For the purpose of this requirement, “submitted” is defined as submitted electronically in PeopleSoft for approval at the department level.

2. GENERAL GUIDELINES

MEAL PER DIEMS:
- **Overnight** - Travelers are eligible for 75% reimbursement of total per diem rate on first and last day of travel requiring an overnight stay if no meal is provided. Days other than first/last day are reimbursable at 100% per diem allowance.
- **Non-overnight** stay (single day) trips greater than 12 hours and more than 50 miles from residence and primary work station may receive up to full per diem allowance if no meal is provided.

Per Diem allowance is based on the Federal Per Diem rate, except while traveling within the State of Georgia. The per diem rate in-State is $28.00 per day except for ‘high cost counties’ of Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties, where the per diem rate is $36.00. Per diem meal breakdown is:
- Breakfast $6.00, Lunch $7.00, Dinner $15.00
- $28.00 Regular Rate - GA
- Breakfast $7.00, Lunch $9.00, Dinner $20.00
- $36.00 High Cost Rate - GA

To determine the per diem for destinations outside the State of Georgia refer to the Federal Per Diem website.

Meal per diem allowances are inclusive of food cost, applicable tax, and gratuity.

Please note that the “Incidental” portion of per diem limits must be claimed separately on expense report and identified by nature of expense. Meal tips do not qualify as an incidental expense.

Meal provided by a conference, hotel, meeting, or any other source is not eligible for reimbursement. Meals are inclusive of continental breakfast, lunch, dinner, banquet, or reception.

Copy of conference agenda document must accompany the traveler’s expense report for meal reimbursement consideration.

TRANSPORTATION
- Travelers must use University fleet vehicle if available.
- If University fleet vehicle is not available, determine and use most economical alternative means of travel (comparison of airfare, personal vehicle, rental car, etc.)
- Traveler may use the Cost Effective Transportation Form for least cost determination. Complete and retain in department as justification for potential audit compliance.

AIRFARE
- Receipt including class of fare and detailed itinerary is required.
- Justification required for flight changes.
- Travelers fly coach class or cheaper and purchase non-refundable tickets.
- Receipts are required for all baggage fees $25.00 and over.
- If traveler chooses to purchase airfare, he/she may be reimbursed prior to travel through submission of expense report.
- Airfare ticket proof of purchase with travel itinerary must be included.

RENTAL CARS
- In-State Contract Vendor/Code - Use Enterprise (03WESTG) or Hertz (2018752) for travel origination in-state.
- Out of State Contract Vendor/Code - Hertz (2018752) for travel origination out-of-state.
- Decline fuel option offering.
- Insurance is included in State contract rates.
- Car should be returned to rental site with original equivalent quantity of fuel to reduce cost.
- Submit paid in full / zero balance receipt for reimbursement.
- Economy, compact, intermediate class of cars are allowed.
- The State liability policy is only in effect while the employee is using the rented vehicle for official State business. Personal use of the vehicle, including allowing friends or family members to ride, is prohibited. Passengers being transported in a fleet vehicle or car rental under State contract must have an official State business relationship.

MILEAGE
- Statewide travel regulations require that the most cost advantageous method of travel be used by employees traveling on official state business.
- If personal vehicle is most cost effective, Tier 1 mileage rate may be reimbursed.
- Traveler may receive Tier 2 mileage rate for reimbursement if not selecting the most cost effective method of transportation.
- Employee must deduct daily commute miles if leaving from or returning to residence rather than primary work station.
- Commute mileage deduction does not apply to weekend or holiday travel dates and for employees with no office on campus.

LODGING
- Employee must travel more than 50 miles from home office, headquarters and residence in order to be reimbursed for lodging expenses.
- Employee should make the reservation in advance, utilize minimum rate accommodations, avoid “deluxe” hotels, and obtain corporate or government rates whenever possible.
- State and local government officials and employees traveling within the state on official business are exempt from paying the county or municipal excise tax on lodging (“hotel/motel” or "room rent" tax).

GENERAL GUIDELINES (continued)