

UWG POLICY NUMBER: 5.4

UWG POLICY NAME: Travel Reimbursement

POLICY:

Individuals who travel on University business shall comply with all travel regulations of the University of West Georgia (UWG).

CONTEXT:

This policy applies to:

- All UWG employees, students, and third parties doing business with the University of West Georgia.

Traveling is often necessary to achieve institutional and organizational objectives. UWG has established procedures that comply with laws, policies, and the expectations of the taxpayers and community-at-large. These guidelines shall be followed for all individuals who receive compensation by UWG for their travel expenses.

The Chief Business Officer is authorized to establish procedures for compliance with this Policy.

SIGNATURE OF THE PRESIDENT:



University President



Date

Reviewed by University General Counsel: _____

ADMINISTRATION & ADDITIONAL RESOURCES

Short Title: Employee Travel Expenses

Previous Versions: Travel Expenses, Policy # BFCNEX-06

Oversight: Controller

Additional Resources:

- Board of Regents Business Procedures Manual
 - Section 4.0 (Travel Policies)
- Georgia Code, O.C.G.A. § 20-3-28 (Per diem allowances and travel expenses of members)
- Georgia Code, O.C.G.A. TITLE 45 Chapter 7 Article 2 (Public Officers and Employees: Reimbursement of Expenses)
- State Travel Policy - <http://sao.georgia.gov/state-travel-policy>
- UWG's Group Travel Authorization Policy 5.4.1

Associated Procedures:

- Travel Authorization
- Candidate Travel
- Cash Advances (Employees)
- Cash Advances (Team & Group Travel)
- Travel Expenses (employees)
- Travel Expenses (non-employees)
- Group Travel (students)
- Pre-Payment of Travel Expenses