



TRAVEL-RELATED EXPENSE TYPES

This guide provides you with the description and lists some of the appropriate uses of the expense types offered within the UGA Financial Management system. These expense types are organized into four expense “categories”. For travel-related expenses, only choose from one of the following two expense categories:

- Domestic
- International

For Non-Travel Expenses: Please refer to the guide on Non-Travel Expense Types. But as a rule, keep it within the “E-” and “O-” expense categories.

Upon submission, each expense line’s expense type is converted to an account code in the chartstring. As the initiator of an expense document, you have no need to know the account codes, but as an approver you might. To search for each expense type’s corresponding account code, run the following query in the UGA Financial Management System: UGA_TE_EXP_ACCOUNT_CODES

DOMESTIC

<u>Expense Type</u>	You would select this expense type when...
<u>D-Air Travel</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the purchase of a plane ticket to a domestic location. • NOTE: Reimbursements for air travel can be submitted prior to travel. • If purchased via a travel agency, the travel agency will direct bill the University via the Accounts Payable module. You will report the cost of the ticket and select the “Direct Bill to UGA” option in that expense line.
<u>D-Car Rental</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the purchase of a rental car for a domestic trip. • If renting through one of the University’s contract providers (Hertz or Enterprise), the rental company will send the invoice to your department or unit, who will then submit a payment request via the AP Module. You will report the cost of the rental and select the “Direct Bill to UGA” option in that expense line.
<u>D-GA Meals High Cost Overnight</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for meals that you purchased in one of the USG-designated “High Cost” locations while conducting in-state travel.
<u>D-GA Meals Regular Overnight</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for meals that you purchased in non-“High Cost” locations while conducting in-state travel.
<u>D-Group Meals</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the amount you paid for another employee's meal while conducting group travel.
<u>D-Group Trav By Emp For Non Em</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the amount that you paid for one or more non-employees’ expenses during a group trip. • NOTE: This does NOT include meals.
<u>D-Group Trav Pd By Emp For Emp</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the amount that you paid for another employee, or multiple employees, during a group trip. • NOTE: This does NOT include meals.
<u>D-Lodging</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the purchase of lodging in a hotel or motel. • NOTE: You are NOT allowed to utilize AirBnb or any similar service.
<u>D-Meals Out of State Deprt/Rtn</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for meals purchased on your first or last day of travel.
<u>D-Meals Out of State Full Day</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for meals purchased while on a full day of a multiple-day trip. • You would deduct any meals that are provided for you (ex. Conference meals) with the “Per Diem Deductions” link on that expense entry.



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<u>D-Mileage Motorcycle</u>	<ul style="list-style-type: none">You are seeking reimbursement for the miles traveled on your personal motorcycle while on business.
<u>D-Mileage Personal Airplane</u>	<ul style="list-style-type: none">You are seeking reimbursement for the miles traveled in your personal airplane while on business.NOTE: This is SUPER COOL!
<u>D-Mileage Reduced Rate</u>	<ul style="list-style-type: none">When your chosen method of transportation is not the deemed most advantageous, you would select this expense type.Ex. You chose to drive an 18 hour trip, when your department determined that it would be most cost-effective to purchase a plane ticket.
<u>D-Mileage Standard</u>	<ul style="list-style-type: none">You are seeking reimbursement for the miles traveled while driving your personal or fleet vehicle for business travel.This rate is applicable only when it is determined that driving is the most advantageous and cost-effective means of travel.
<u>D-Miscellaneous</u>	<ul style="list-style-type: none">This could include any travel-related expense that is not covered in the other domestic expense types.Examples include: Parking, Laundry, Taxi Cabs, etc.NOTE: Description of the expenses are REQUIRED
<u>D-Registration Fees</u>	<ul style="list-style-type: none">You are seeking reimbursement for the fees associated with the registration to a conference.NOTE: Reimbursements for registrations can be submitted prior to travel.

INTERNATIONAL

<u>I-Air Travel</u>	<ul style="list-style-type: none">You are seeking reimbursement for the purchase of an airline ticket to an international location.NOTE: Reimbursements for plane tickets can be submitted prior to travel.If purchased through a travel agency, this expense may be direct billed to the University, routing it through the Accounts Payable module.
<u>I-Car Rental</u>	<ul style="list-style-type: none">You are seeking reimbursement for the purchase of a rental car for an international trip.
<u>I-Group Trav By Emp For Non Em</u>	<ul style="list-style-type: none">You are seeking reimbursement for the amount that you paid for one or more non-employees' expenses during a group trip.
<u>I-Group Trav Emp Pd For Emp</u>	<ul style="list-style-type: none">You are seeking reimbursement for the amount that you paid for another employee, or multiple employees, during a group trip.
<u>I-Lodging</u>	<ul style="list-style-type: none">You are seeking reimbursement for the purchase of lodging in a hotel or motel.NOTE: You are NOT allowed to utilize AirBnb or any similar service.
<u>I-Meals International Deprt/Rtn</u>	<ul style="list-style-type: none">You are seeking reimbursement for meals purchased on your first or last day of travel.
<u>I-Meals International Full Day</u>	<ul style="list-style-type: none">You are seeking reimbursement for meals purchased while on a full day of a multiple-day trip.
<u>I-Miscellaneous</u>	<ul style="list-style-type: none">This could include any travel-related expense that is not covered in the other international expense types.Examples include: Parking, Laundry, Taxi Cabs, etc.NOTE: Description of the expenses are REQUIRED
<u>I-Registration Fees</u>	<ul style="list-style-type: none">You are seeking reimbursement for the fees associated with the registration to a conference.NOTE: Reimbursements for registrations can be submitted prior to travel.