



# Taxable Travel Reimbursement

## *Request a Taxable Travel Reimbursement*

This document provides a quick look at how to process travel related expenses filed after 60 days from the end of travel which become taxable income. If you wish to receive reimbursement for travel expenses after the 60 day period, you will need to follow the procedure outlined below.

### Taxable Travel Expense Form

- All travel related expenses past 60 days from the end of travel should submit the [Taxable Travel Expense Form](#) in order to be reimbursed.
- The Taxable Travel Expense Form requires the following information:
  - Employee Name
  - Employee ID
  - Employee Record
  - Paygroup
  - Combo Code – Used if different from combo code used for regular earnings and will generate a separate check
  - Travel Authorization Number
  - Date Travel Ended
  - Travel Expense Number (if reject by Accounts Payable)
  - HR Department ID Number
  - Attestation by Traveler that Expenses are true and correct
  - Approval signatures from Expense Manager and Employee Supervisor
- Note: Firefox does not allow completion of PDF forms. Please use another browser or application when completing the form.

### Submitting Taxable Travel Expenses

1. Traveler or delegate identifies reimbursement is beyond the 60 day allowance and contacts Expense Manager to begin taxable reimbursement process.
2. Expense Manager reviews receipts and completes new Taxable Travel Expense form.
3. Traveler and HR Supervisor sign [Taxable Travel Expense](#) form, and Expense Manager submits completed form (without receipts) to Payroll at [Payroll@uga.edu](mailto:Payroll@uga.edu).

**Note:** The initiating department should retain a copy of form and receipts for audit purposes.

### Additional Information

- For more information, consult the [Taxable Travel Expense Reimbursement SOP PAY 16](#).
- If you have questions, please contact the OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202 (option 2).