



Travel Policy

Travel Policy Quick Reference Guide

Travel covers a wide variety of activities and accompanying expenses. Each of these categories has its own set of rules about what can and cannot be reimbursed. This guide provides a quick reference to help you understand the rules for routine travel expenses.

Meals

Expenses with No Overnight Travel in Georgia	<ul style="list-style-type: none"> Employees are not allowed to claim per diem reimbursement for meal if there is no corresponding overnight stay. Please see the travel policy here: https://policies.uga.edu/pdf/employee_travel_effective_january_1_2015_present.pdf
Expenses with Overnight Travel	<ul style="list-style-type: none"> Employees traveling overnight may be reimbursed for the daily cost of meals within the maximum limits established in the UGA policy. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of 3 meals per day for all day other than the day of departure and the day of return. <ul style="list-style-type: none"> State per diem rates: \$28 for Georgia, \$36 for Georgia high cost areas. Receipts are not required for most meals and taxes/tips should be included in the price of the meal. When traveling overnight within Georgia, travelers are eligible for 100% of the total per diem rate on the first and last day of travel.
Travel Outside of Georgia	<ul style="list-style-type: none"> Out-of-state meal per diems follow the appropriate GSA per diem rates. These rates include only the cost of meals and NOT incidental expenses. Rates can be located at: https://www.gsa.gov/travel/plan-book/per-diem-rates Incidental expenses are reimbursed at actual costs. Travelers are only eligible for 75% of the per diem rate on the day of departure and return.

Lodging

Taxes	<ul style="list-style-type: none"> Employees traveling on official business in Georgia are exempt from the county and municipal excise tax. Travelers should present the Hotel/Motel Excise Tax Exemption Certification form to the hotel operator. The form can be located at: https://busfin1.busfin.uga.edu/accounts_payable/AP_excise_exempt_login_s.cfm Employees are required to pay sales and use taxes.
General Rule	<ul style="list-style-type: none"> Employees traveling more than 50 miles from their home/office/headquarters may be reimbursed for lodging with overnight travel. Lodging claims must be documented by receipts and at a business that offer lodging to the general public (i.e. hotel or motel and not an Airbnb or similar service). Employees are responsible for ensuring the most reasonable rates are obtained. <ul style="list-style-type: none"> Deluxe hotels and motels should be avoided. GSA rates should be utilized as a guide for reasonableness for lodging. These rates can be found at: https://www.gsa.gov/travel/plan-book/per-diem-rates

Transportation

Mileage Reimbursement	<ul style="list-style-type: none"> When the determination is made that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the appropriate rate as set forth by the State Accounting Office and the Office of Planning and Budgets. Travel occurring Monday-Friday and not originating from headquarters should have the employee's normal commute miles from residence to headquarters deducted.
-----------------------	--



Travel Policy

Airfare	<ul style="list-style-type: none"> • Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Travelers should obtain the lowest available airfare which may include use of the internet, a travel agency, or airline services. Penalty or non-refundable fares should be used whenever feasible. • Employees are limited to coach fares unless there is no space on the needed flight, a medical practitioner certifies a medical condition that requires specific air travel arrangements, or the Commissioner of Public Safety certifies the necessity. • For international flights, upgrades to business class are allowed. • First class is prohibited. • In the event there is a charge for checked luggage, UGA will reimburse 1 piece of luggage. If additional bag(s) are required, requests for reimbursement must include an associated explanation.
Rented Vehicles	<ul style="list-style-type: none"> • Car rentals can be utilized when it is determined that renting a car is the most advantageous form of travel. The State of Georgia has two mandatory rental contracts in place. • <u><i>In-state travel (not including a rental at Hartsfield-Jackson):</i></u> Provider: Enterprise Rent A Car • <u><i>In-state travel, Out-of-state travel, and ANY airport:</i></u> Provider: Hertz • More information can be found at • • • Luxury rentals are not allowed. • Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance is included in the contract at no additional cost. • In an accident while driving a rental car? Call Risk Management at 1-877-656-7475.
Fly America	<ul style="list-style-type: none"> • The Fly America Act requires international flights to be US Carriers when available. Employees flying on federal funds must be in compliance.
Authorized Travel Agencies	<ul style="list-style-type: none"> • UGA’s authorized travel agencies are allowed to direct bill employee airfare to the University. • For a complete listing, visit: https://busfin.uga.edu/accounts_payable/authorized_agencies/

Expense Administration

Expense Report Submission	<ul style="list-style-type: none"> • Employees should submit expense reports using the UGA Financial Management System within 45 calendar days of completion of travel. <ul style="list-style-type: none"> ◦ Any request for reimbursement that exceeds 45 calendar days from completion of the trip should include a letter of explanation detailing the circumstances that prevented timely submission.
International Travel	<ul style="list-style-type: none"> • Visa/Passport fees are reimbursable when the employee does not possess them, and the employer necessitates the travel. <ul style="list-style-type: none"> ◦ GSA per diem rates have also been established for foreign travel: https://www.gsa.gov/travel/plan-book/per-diem-rates • Expenses incurred in a foreign currency should be converted to United States dollars (USD). If expenses are charged, the credit card company will convert them. <ul style="list-style-type: none"> ◦ Charges can be converted via the internet for the dates of travel at: https://www1.oanda.com/currency/converter/
Travel Authorization	<ul style="list-style-type: none"> • Employees traveling out-of-state should complete a travel authorization in the UGA Financial Management system prior to traveling.

Additional Information

- Tutorials and other guidance can be found in the OneSource Training Library (training.onesource.uga.edu) under Financials Topics by Module > [Travel and Expenses](#).
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).