



Travel-Related Expense Types

Quick Guide for 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:

- Employee Domestic Travel (D)
- Employee International Travel (I)

For Non-Travel Expenses: Please refer to the guide on Non-Travel Expense Types. But as a rule, you should select from the “O-Other” expense categories.

Upon submission, each expense line’s expense type is converted to an account code in the chartstring. Approvers can search for each expense type’s corresponding account code by running the following query in the UGA Financial Management System: UGA_TE_EXP_ACCOUNT_CODES

DOMESTIC TRAVEL

Expense Type	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 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.
<u>D-GA Meal Per Diem</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for meals that you purchased while traveling overnight within the state of Georgia
<u>D-Ga Meal Per Diem Depart/Return</u>	<ul style="list-style-type: none"> • per diem amount for in-state travel only for days of departure and return – 75% of full day per diem (\$37.50 as of 7/1/2022)
<u>D-Ground Transportation</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the use of taxi, shuttle, metro, or subway services. Ex. MARTA (in Atlanta) and Groome Shuttles
<u>D-Group Trav By Emp For Non Emp</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. This includes 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. This includes meals.
Expense Type	You would select this expense type when...
<u>D-Lodging</u>	<ul style="list-style-type: none"> • You are seeking reimbursement for the purchase of lodging in a hotel or motel. • You can report this amount as a lump sum and provide the number of nights.



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	NOTE: You are NOT allowed to utilize Airbnb or any similar service for Domestic Travel
<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.
<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.
<u>D-Mileage Reduced Rate</u>	<ul style="list-style-type: none"> When your chosen method of transportation is not 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-Misc Exp Domestic Travel</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, etc. NOTE: A description of the expenses is REQUIRED.
<u>D-Registration Fees</u>	<ul style="list-style-type: none"> You are seeking reimbursement for conference registration fees. NOTE: Reimbursements for registrations can be submitted prior to travel.

INTERNATIONAL TRAVEL

Expense Type	You would select this expense type when...
<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.



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Expense Type	You would select this expense type when...
<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-employee 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. You can report this amount as a lump sum and provide the number of nights. NOTE: You are allowed to utilize Airbnb for International lodging ONLY.
<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-Misc Exp International Trav</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: A description of the expenses is REQUIRED.
<u>I-Registration Fees</u>	<ul style="list-style-type: none"> You are seeking reimbursement for conference registration fees. NOTE: Reimbursements for registrations can be submitted prior to travel.

Additional Information

- Tutorials on how to use the UGA Financial Management System can be found in the [OneSource Training Library](#) (Financials Topics by Module > Travel and Expenses).
- You can review the latest travel policies and procedures in the [UGA F&A Policy Library](#).
- If you have questions, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).