



Know Before You Go!

DOMESTIC IN-STATE TRAVEL

Travelers should submit all expenses for reimbursement within 10 days of completion of the event or trip but no later than 45 calendar days. Utilize Concur (web booking tool) or Travel Inc. for reservations.



SPEND AUTHORIZATIONS



Authorization of travel is not required for travel within the state of Georgia or home location.

PER DIEM IN STATE OF GEORGIA



Travelers must have overnight lodging to be eligible for meal per diem. The limit is \$50 a day (\$13 breakfast/\$14 lunch/\$23 dinner). Travelers are only allowed 75% per diem rate on first and last day of travel.

LODGING



Institute funds for employee food and lodging are only allowed beyond a 50-mile radius for trips exceeding 12 hours, with exceptions for conferences/workshops requiring extended work, on-site presence the next day, and a key role in event logistics.

The Director of Accounts Payable/Travel or the Executive Director of Business Services is authorized to approve overnight travel for employees engaged in specified activities, requiring a detailed email and conference/workshop agenda for exception approval before the event.

RENTAL CAR



Luxury vehicle rentals are prohibited. Employees on official business must adhere to rental car contracts, utilizing Enterprise or Hertz for in-state travel and Hertz for out-of-state or airport-related travel; if vehicles are unavailable, collision and damage waiver (CDW) and liability and collision waiver (LCW) insurance must be purchased by the traveler.

RECEIPTS AND DOCUMENTATION



Travelers are required to provide a PDF attachment of a conference/workshop agenda. Additionally, receipts for lodging, including an itemized breakdown of costs, as well as for airline or railroad fares, rental of motor vehicles, registration fees, and any single expenditure equal to or exceeding \$25 is required.

