



# Know Before You Go!

## DOMESTIC OUT-OF-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

Spend authorizations are required for travel outside of Georgia or your home location.



### PER DIEM

Travelers must have overnight lodging to be eligible for meal per diem. Travelers are only allowed 75% of per diem rate on first and last day of travel.



### LODGING

Claims for hotel or motel expenses require an itemized receipt and must be from a business providing public lodging, excluding private residences. Bed & Breakfasts, Aparthotels, AirBnB, VRBO, Home Away, and similar providers are NOT eligible for reimbursement.



### AIR TRANSPORTATION

Airfare must be in the most cost-effective manner and utilize the lowest possible coach fares consistent with scheduling requirements. Business class airfare is not reimbursable for domestic flights with the exception of travel to Alaska and Hawaii. An itinerary showing the dates of travel, seat assignment, method of payment, including purchase price and receipt must be presented when submitting an expense report.



### 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.

