

# Know Before You Go!



## INTERNATIONAL 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

International travel permits the use of online booking services like AirBnB, VRBO, Home Away, etc.



### AIR TRANSPORTATION

Business class airfare for international flights is allowed, provided it is specified in the spend authorization. Exceptions may apply for Georgia Tech Foundation (GTF), Georgia Tech Research Corporation (GTRC), Georgia Tech Applied Research Corporation (GTARC), or sponsored funds, subject to appropriate travel authority approvals.



### RENTAL CAR

When traveling internationally, travelers can use other vendors outside of the Georgia state contract with Hertz and Enterprise. The traveler is responsible for purchasing all rental car insurance offered. These expenses are fully reimbursable.



### 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.

