

Know Before You Go!

DOMESTIC IN-STATE TRAVEL



Travelers should submit all expenses in Georgia Tech's financial management system for reimbursement within 10 calendar days of completing the event or trip, but no later than 45 calendar days. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income.



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 conference/workshops requiring extended work, on-site presence the next day, and key role in event logistics.

Director of Accounts Payable/Travel or the Executive Director of Business Services is authorized to approve overnight travel for employees engaged in specific 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 the 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 (LCD) 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 airfare or railroad fares, rental or motor vehicles, registration fees, and any single expenditure equal to or exceeding \$25 is required.