

Know Before You Go!

DOMESTIC OUT-OF-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

A Spend Authorization is required for any travel outside the state of Georgia or your home location.



PER DIEM

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



LODGING

Lodging expenses require an itemized receipt and must be from a business providing public lodging, excluding private residence. Bed & Breakfast. Aparthotels, Airbnb, VRBO, Home Aways, and similar providers are NOT eligible for reimbursement.



AIR TRANSPORTATION

All campus units are now required to book airfare through Travel Inc., Georgia Tech's contracted travel management company, regardless of the funding source. Airfare must be purchased in the most cost-effective manner and utilize the lowest possible coach fares consistent with scheduling requirements. Business Class airfare is reimbursable for U.S. routes lasting 10 hours or more with appropriate travel authority approval, or if the travel is to Alaska or Hawaii. An itinerary showing dates of travel, seat assignment, method of payment, including purchase prior and receipt must be presented when submitting an expense report.



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.