

TECH Moving Forward

Our Road to Recovery

Fundamentals of Travel Policies & Procedures



Accounts Payable and Travel

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Agenda

- Travel Policies and Regulations
- IRS Requirements
- Submission timelines
- Receipts
- Meal Per Diem Guidelines
- Lodging/Hotels
- Local Conferences and Workshops
- Air Transportation
- Rental Car
- Ground Transportation
- Travel for Non-employees
- Travel Reservations & Unused tickets
- Travel Inc.
- Travel Insurance
- Travel Assistance Services
- Resources
- Questions

Travel Policies and Regulations

As a state agency and a member of the University System of Georgia (USG), travelers must comply with:

- Georgia Tech Policies
- Board of Regents/ USG Business Process Manual (BPM) Travel Policy
- Georgia State Accounting Office Travel Policy
- IRS Accountable Plan Requirements

Georgia Tech Travel Policies **align with the State of GA and USG travel policies and can be found here:**

<http://www.policylibrary.gatech.edu/travel>

IRS Requirements

IRS Accountable Plan rules for Reimbursable Travel Expenses requires:

- Expenses must be reported and submitted for reimbursement in a timely manner (within 45 days from the end of the trip date by state policy). After this time, reimbursements may be denied and/or may be considered taxable income.
- Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income*.
- Receipts are required for all expenses \$25 and over, except meals. Receipts for expenses less than \$25 are optional, but a description of the expense and date is required.
- Employees are to submit receipts if required by department e.g. GTRI etc.



Submission Timelines

Spend Authorizations:

- Required for all travel outside of Georgia
- Must be approved by the employee's manager, cost center manager (or their designee), and driver worktag manager prior to the first day of travel
- If the itinerary of the trip fundamentally changes (location or business purpose) from the what has been stated on the original spend authorization, and the original spend authorization has been approved, a new spend authorization should be completed and the original should be cancelled

Expense Reports:

- Submitted within 10 days of the completion of the event or trip, but no later than 45 calendar days

Mass Close of Spend Authorizations

- Spend authorizations need to be closed in order to post the journal to liquidate the commitment amount
- When the traveler does not select the final payment box on the expense report or if the spend authorization has multiple expense reports associated with the status of In Progress or Draft the spend authorization will not close or liquidate
- Process is also needed during Year End preparations to ensure the commitment ledger is zero at the end of the fiscal year

Expense Reports in Draft or in Progress

Travelers and Approvers:

- ✓ Review expense reports in “**draft**” or in “**progress**” status and either cancel or approve
- ✓ You may check the status of an expense report by running the “**Find Expense Reports by Organization - CR**” Report

OR

- ✓ Enter the expense report number in the search field and click enter:

- Check Business Process
- Expense reports that have an approved status have been paid
- ✓ **Expense reports in draft or in progress status will be cancelled if no further action is taken**

Receipts

Employees must submit receipts for the following expenses:

- Lodging, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.;
- Airline or railroad fares;
- Rental of motor vehicles;
- Registration fees;
- Visa/passport fees; and,
- All single expenditures of \$25 or greater.

Itemized receipts are not required for the following expenses, if individual amounts are less than \$25:

- Gasoline purchased for rental vehicles
- Parking
- Highway tolls
- Mass Transit tickets
- Taxi fares
- Airport vans

Meal Per Diem Guidelines

- Workday automatically loads the per diem meal amount based on destination of lodging
- For in and out of state travel all travelers receive 75% on the first and last day- select “half day” in Workday
- Tips are included in meal allowance
- Meal receipts are not required
- If meals are provided by conference, or paid for by a sponsor/host, employee must deduct that meal from the daily per diem
- Expense item in Workday is “Meals Per Diem Expense Report Only”

Meal Per Diem – in Georgia

- Meals are allowable when there is an overnight lodging expense and travel is beyond a 50-mile radius from assigned work location
- If meals are provided by conference, or paid for by a sponsor/host, employee must deduct that meal from the daily per diem
- Travelers are not eligible for per diem for same day trips
- Effective 2/1/22 - Per diem within Georgia: **\$50/day**

Lodging/Hotels

- Luxury accommodations should be avoided, unless it is a conference site with justification for cost savings or required by a sponsor.
- Overnight lodging rates exceeding \$500 per night require approval from the Director of Accounts Payable & Travel or the Senior Director of Business Services prior to the submission of the spend authorization.
- The use of Airbnb and/or VRBO,(or similar services) is prohibited as a lodging option for domestic travel. Allowable for international travel only. The rental of a private residence for domestic travel remains unallowable.
- State employees are exempt from local excise tax in Georgia. Occupancy tax, local, city, but NOT state sales tax
- Employees are to submit Hotel/Motel Tax Exemption Form at the time of check in to avoid sales tax
- Original, itemized, 'paid' receipt with a zero-dollar balance is required

Lodging/Hotels - Visitors

- Direct billing is allowed for official visitors directly through participating hotels:
 - Campus units to set up a departmental billing account
 - Must submit invoice with a purchase order number
 - Provide name of visitor and business purpose of visit
- Georgia Tech is exempt from Georgia sales tax if Georgia Tech pays the invoice
- If the visitor pays out of pocket and seeks reimbursement, the hotel will charge taxes and the visitor will be reimbursed for the full amount
- Meals and incidentals must not be billed to Georgia Tech

Local Conferences and Workshops

- Reimbursement for lodging within a 50-mile radius of a person's home office, residence, or headquarters is not allowable except under special circumstances
- Pre-approval prior to stay is required for faculty and staff participating in local conferences and retreats within a 50-mile radius.

Submit requests to:

Laura Jamison

Interim Director of Accounts Payable & Travel

or

Ajay Patel

Executive Director, Business Services

Air Transportation

- Georgia Tech has special contract rates with Delta, United and Southwest Airlines available through Travel Incorporated when booked via Concur
- Airfare should be most logical and lowest cost that meets traveler's scheduling requirements
- Airfare should be direct billed via Travel Inc.
- Business Class airfare using state funds or other funds is permissible with international only
- All upgrades such as comfort plus, early bird check in etc. are not reimbursable

Air Transportation: Business Class

Business Class Airfare is only permissible in the following circumstances:

- For international flights with appropriate travel authority approvals
- There is no other space available on the needed flight
- A licensed medical practitioner certifies a person's mental or physical condition

Air Transportation: First Class

First Class Airfare is only permissible in the following circumstances:

- There is no other space available on the needed flight
- A licensed medical practitioner certifies a person's mental or physical condition
- The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons
- For international flights with appropriate travel authority approvals

Rental Car

- Contracts with Hertz and Enterprise provide great rates, and Collision & Damage Waiver(CDW)
- Personal accident and effects insurance on rental vehicles is not reimbursable (PAI, PEP, PEI)
- Supplemental liability insurance is not reimbursable (SLI, LIS)

Rental Location	Contract Vendor/CDP#
Georgia	Hertz - 2018737 Enterprise - 03W1179
Atlanta Hartsfield-Jackson Airport	Hertz - 2018737
All out of State Airports	

Ground Transportation

- Parking - Actual parking fees may be reimbursed
- Tolls - Actual toll expenses may be reimbursed
- Gasoline – **Only for rental cars.** Original receipts must be submitted
- Mileage- Mileage is calculated from home or headquarters, which is closer, on regular workdays
- Mileage-Traveler must deduct normal commute to work from reimbursement
- Mileage-The standard mileage rates for the use of a personal vehicle is \$0.655 per mile

Travel for Non-Employees

Non-employees are reimbursed as External Committee Members (ECM's)

- Original receipts are required (except meals)
- Must include business purpose that describes benefit/support to Georgia Tech
- Best practice- include an agenda/invitation email
- Meal expenses must be reported by day and may not exceed daily state and federal per diem limits
- Expenses are submitted on a Travel Expense Report in Workday

Travel Reservations - Employees

- Reservation booked via Concur/Travel Inc.
- Spend Authorization to be submitted and approved prior to making reservations
- Traveler must provide a Spend Auth number, business purpose and Workday worktag to agent
- Direct bill to Travel Inc.
 - Set up e-profile
 - Recurring Request for Direct Billing form to AP

Travel Reservations – Non -Employees

- Call Travel Inc. at 770-291-5190 for flight info & record locator
- Request for Single-Trip Direct Billing Forms are sent directly to Travel Inc.
- Travel Inc. will send the e-itinerary to the traveler and department travel arranger.

Unused Tickets

Unused tickets that are direct billed may be utilized as follows:

- Travel Inc. – Via the unused Ticket report
- Unused tickets – From terminated employees
- Delta – Unused tickets
- Southwest – via LUV Vouchers

Travel Inc – Georgia Tech’s Travel Management Company

Key Service Benefits

- Provides duty of care
- Traveler locator report in case of emergency, incident, disaster
- Access to all GT and State of Georgia contracts
- Only agency authorized for direct billing of airfare
- Identification of unused e-tickets for credit
- Hotel discount program

Traditional Agent Services

- 770-291-5190
- Dedicated GT agents
8:30 a.m. - 5:30 p.m. M-F
- After hours support available
1-877-548-2996 (toll free)

Online Booking: Concur

- Secure access
- Available 24 / 7
- Support agents are available to coach you through the reservation tool

Travel Inc.- Tracked Traveler Alert Notification

In the event of domestic or international flight changes or weather emergency Travel Inc. will notify you directly via email. An example of a notification is below:



Your Partner for **Safe Travel**

The travelers in this report are currently traveling, or are scheduled to travel, to a related destination within the next three days. Although itineraries may not be directly impacted, this situation may be of interest to anyone who travels (or manages travelers) within the related destinations. For more information on this situation, or which destinations were considered related, click "read more". If any VIP travelers are impacted, those will be sent in a separate email.

Travelers Impacted By Recent Alerts

Italy: Update: Government to relax COVID-19 restrictions for third-country nationals from 1 March

2/23/2022 5:41 AM (Eastern) • Caution • STI [Read More >>](#)



Travel Insurance

OHR Offers insurance options for Travelers

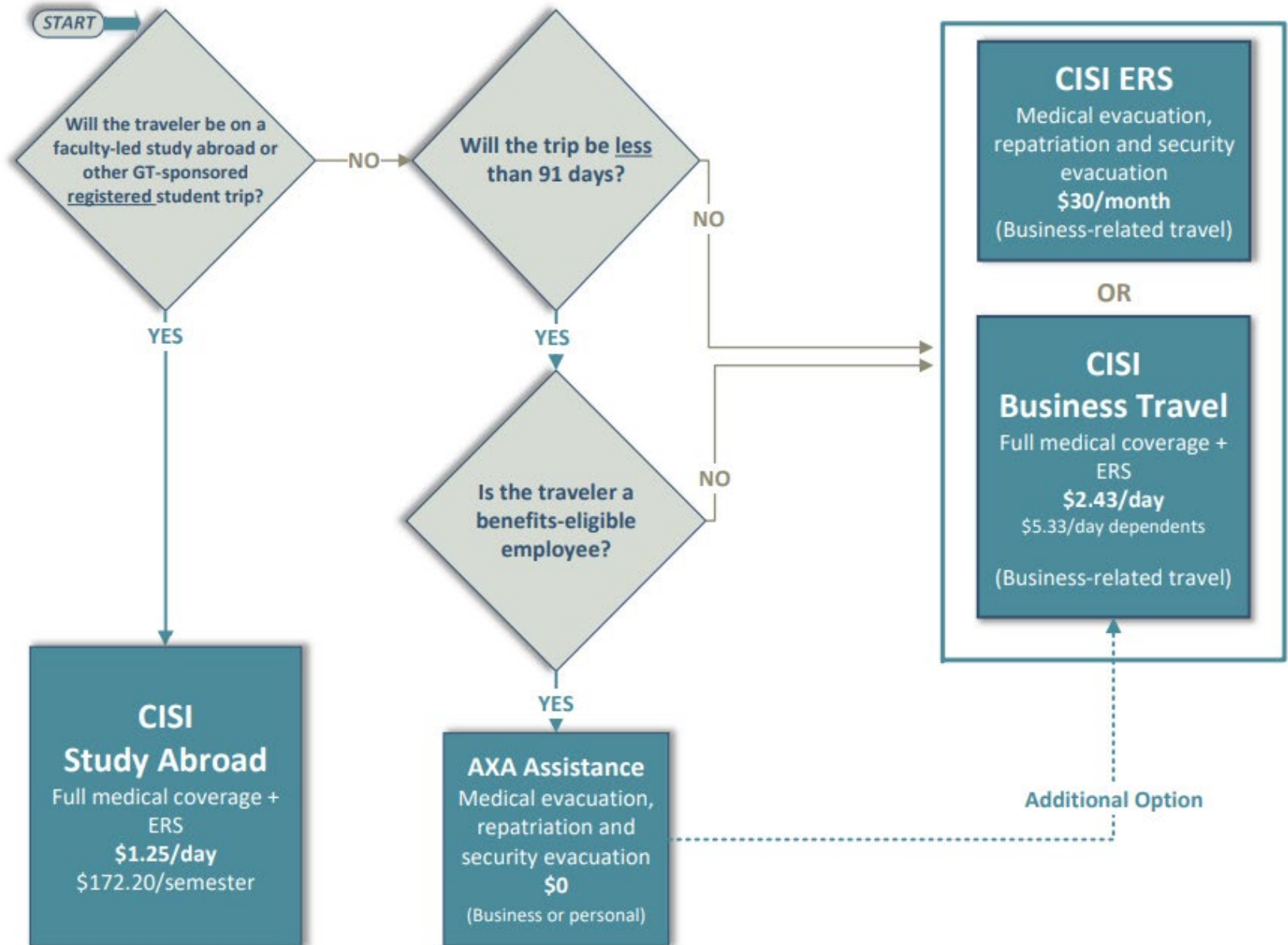
- CISI- Study Abroad
- CISI- Business Travel

Emergency Travel Assistance Options

- AXA (Metlife)
- CISI- ERS

Please visit: <https://ohr.gatech.edu/travel-insurance-georgia-tech>

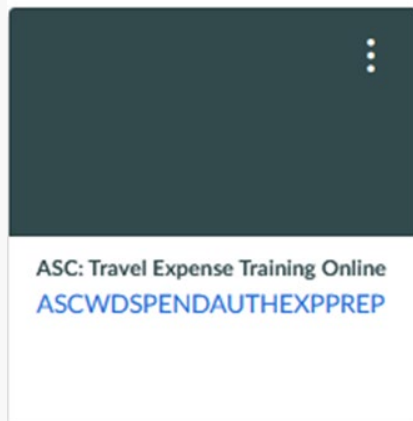
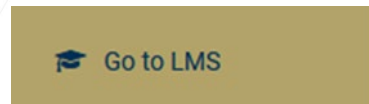
Faculty/Staff Travel Insurance Options



Travel & Expense Online Training

Travel & Expense Online Training is now available!

- Encouraged for all new employees
- A refresher for current employees
- Please visit <https://gatech.geniussis.com/FERegistration.aspx>
- Login via GT Login
- Go to LMS
- Published courses should pop up



Travel Issues and Concerns

More Questions?

<https://gatech.service-now.com/home>

Log in with your GT credentials and submit a ServiceNow ticket

Virtual Office Hours

Wednesdays 9-10am

For Meeting Link Visit:

<https://procurement.gatech.edu/purchasing/article/office-hours>