

## 4.0 Travel

**Introduction:** In cooperation with regulations promulgated by the Georgia Department of Audits and Accounts, the Office of Planning and Budget and the Board of Regents, Georgia Perimeter College has adopted the following regulations regarding travel of employees on official business of the College. It is believed that these travel practices will protect the best interests of the employee and Georgia Perimeter College.

While institutions of the University System shall be guided by general travel regulations set forth in [Business Procedures Manual](#) these policies incorporate more specific regulations and limitations particular to the employees of Georgia Perimeter College.

The processing of all travel approvals and reimbursements is managed by the GPC Budget Office and Accounting Services.

Topics in this section include:

- ❑ Authorization for Travel
- ❑ Per Diem Allowance for Meals
- ❑ Lodging Expenses
- ❑ Travel by State-Owned and Personal Vehicles
- ❑ Travel by Rented or Public Transportation
- ❑ Travel by Private Aircraft
- ❑ Registration Fees
- ❑ Miscellaneous Travel Expenses
- ❑ Corporate Charge Cards and Travel Advances
- ❑ American Express Travel Services
- ❑ Reimbursement Procedures
- ❑ Travel Procedures
- ❑ Glossary

## **Authorization for Travel**

### **General Provisions**

Subject to the provisions outlined in these travel regulations, the State Accounting Office and the Office of Planning and Budget have authorized travel reimbursement for the following expenses:

- Meals associated with overnight lodging and in certain circumstances where there is no overnight lodging;
- Lodging expenses;
- Mileage for use of personal vehicle or aircraft;
- Transportation expenses, including parking and toll fees; and
- Certain miscellaneous expenses associated with travel.

The specific policies regarding the reimbursement of travel expenses, as well as expense limits and required documentation are outlined in the following sections.

### **Exceptions to Travel Regulations**

Situations may arise in the course of performing job duties that require employees to incur travel expenses that are generally not reimbursable. The State Accounting Office and the Office of Planning and Budget are authorized to grant one-time exceptions for unusual circumstances.

### **Employee Authorization for Travel**

Each employee required to travel in the performance of official duties and entitled to reimbursement for expenses incurred shall have prior authorization from the approving official and the College Budget Office for the performance of travel. Approval may be in the form of a standing authorization in the case of individuals required to travel locally on a regular or continuous basis, a specific authorization in the case of those individuals who are required to make occasional trips, or a specific authorization for each out-of-state trip.

A specific authorization is required for each trip with the exception of local travel. Local travel will be defined as day-to-day trips within the metropolitan Atlanta area that do not require registration fees and is approved on a fiscal year basis. A specific travel authorization for local travel will be necessary when registration fees are required.

Specific authorization shall be in such form as to indicate the itinerary, estimate of the cost of travel, mode of transportation, and the general purpose of travel. The design and provision of the form to properly document prior approval is the responsibility of the Budget Office. It is believed that these travel practices will protect the best interest of the employee and the college.

Prior approval attests to the necessity of the travel and ensures that arrangements are reasonable in nature and amount.

## Per Diem Allowance for Meals

### Per Diem Allowance for Meals Associated with Overnight Travel Within Georgia (General Rules)

Employees traveling overnight may be paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the employee is eligible.

The daily meal limits shown below may be considered as a single daily total:

Number of Meals Reimbursed	Meals Reimbursed	Maximum Allowable Expense (1)
3 meals per day	breakfast/lunch/dinner	\$28.00
2 meals per day	breakfast/lunch	\$13.00
	breakfast/dinner	\$21.00
1 meal per day	lunch/dinner	\$22.00
	breakfast	\$ 6.00
	lunch	\$ 7.00
	dinner	\$15.00

**Note 1:** Taxes and tips are allowable expenses. However, they should be included in the total expense for the meal.

Employees may only receive per diem for meals occurring while officially on travel status.

Employees traveling overnight generally are eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status *other than* day of departure

and the day of return.

(For example, if an employee departs at 3:00 p.m., the employee should not claim breakfast or lunch expenses for the day of departure.) Employees may be reimbursed for meal expenses incurred within the 50-mile radius, provided the travel destination is more than 50 miles.

There are specific instances, however, in which an employee *may be* eligible for the three (3) meal per diem rate on departure/return days, as noted below:

### **Day of Departure**

1. If an employee departs on an overnight trip prior to 6:30 am, the employee is eligible for per diem for breakfast on the day of departure, along with being eligible for lunch and dinner per diem on that day.
2. If an employee departs on an overnight trip prior to 11:00 am, the employee is eligible for per diem for lunch on the day of departure, along with being eligible for per diem for dinner on that day.
3. If an employee departs on an overnight trip prior to 5:30 pm, the employee is eligible for per diem for dinner on the day of departure.

### **Day of Return**

1. If an employee returns from an overnight trip after 6:30 am, the employee is eligible for per diem for breakfast on the day of return.
2. If an employee returns from an overnight trip after 1:30 pm, the employee is eligible for per diem for lunch on the day of return.
3. If an employee returns from an overnight trip after 7:30 pm, the employee is eligible for per diem for dinner on the day of return.

### **Meals included in Conference Registrations, etc.**

If any meal is included as a part of the cost of a conference registration, etc., such meal(s) should not be considered eligible in the calculation of per diem and an employee may not

receive per diem for the normally eligible number of meals. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal (\$15 or \$20 for high cost areas). Because most conferences, etc., accommodate a variety of dietary needs/restrictions, employees are expected to participate in such meals.

In rare circumstances, an employee may be unable to participate in a conference meal. In such a case, the employee may request the per diem amount associated with the meal purchased in lieu of that provided. If requesting such reimbursement, a receipt documenting the meal purchase must be attached to the travel expense statement, and a justification for the meal purchase must be indicated on the statement.

### **Per Diem Allowance for Meals Associated with Overnight Travel within High-Cost Areas in Georgia**

In some areas of Georgia, employees may experience high costs that cause the employee to exceed the general meal limits. In recognition of this fact, certain areas, as defined in the [Glossary](#), have been designated “high-cost areas.” As is true with the general meal limits, the daily meal limits for high cost areas may be considered as a single daily total. When working and spending the night in lodging in the designated high-cost areas, the following meal limits apply:

<b>Number of Meals Reimbursed</b>	<b>Meals Reimbursed</b>	<b>Maximum Allowable Expense (1)</b>
3 meals per day	breakfast/lunch/dinner	\$36.00
2 meals per day	breakfast/lunch	\$16.00
	breakfast/dinner	\$27.00
1 meal per day	lunch/dinner	\$29.00
	Breakfast	\$ 7.00
	Lunch	\$ 9.00
	Dinner	\$20.00

**Note:** (1) Taxes and tips are allowable expenses. However, they should be included in the total expense for the meal.

Employees are considered traveling in high-cost areas of Georgia when their official responsibilities must be performed at a location in the high-cost area. Employees who are not both working and spending the night in lodging in a designated high-cost area are subject to the general meal limits.

### **Per Diem Allowance for Meals Associated with Overnight Travel Outside Georgia**

Employees are considered traveling outside Georgia when their official responsibilities must be performed at an out-of-state location.

**Note:** Employees who are working in Georgia but spending the night in lodging in another state are not traveling outside Georgia. Travel to points just beyond the state border necessary for the accomplishment of in-state business shall not be construed as out-of-state travel for the purpose of these regulations.

Employees traveling outside of Georgia should make every effort to remain within the meal limits prescribed in these travel regulations. However, employees may experience some high-cost areas that cause the employee to exceed the authorized meal expenses.

Employees traveling outside of Georgia may receive meal per diem amounts up to the federal per diem rates, at the discretion of the approving official.

**Note:** These meal per diem amounts will **not** include the \$3 federal “incidentals” allowance. Reimbursement of such incidental expenses is covered in the section “[Reimbursement Procedures](#).”

The federal per diem rates and meal amounts are located at the following Internet addresses:

- Federal per diem rates for locations within the continental United States: <http://www.gsa.gov/perdiem>
- Breakdown by meal for federal per diem amounts: <http://www.gsa.gov/mie>
- Federal per diem rates for foreign travel: <http://www.state.gov/m/a/als/prdm>

Per diem rates associated with travel to high-cost, out-of-state areas should be approved by the approving official prior to the trip, in order that the employee might plan meals accordingly.

### **Per Diem Allowance for Meals Not Associated with Overnight Travel**

Employees who are required to travel for their jobs and do not stay overnight may be reimbursed for certain meal expenses under the following situations.

1. An employee acting as an official representative for his/her department may receive per diem for meals that are an integral part of a scheduled, official meeting. Per diem is only authorized, however, if the meeting is with persons outside an employee’s department and if the meeting continues during the meal. Employees are not authorized to receive this per diem if they leave the premises of the meeting site.

2. An employee may be reimbursed for lunch if the meal is part of a required registration fee that is paid by the employee.

**Note:** Statewide Travel Regulations *do not* authorize employees to receive a per diem-based reimbursement for meals purchased during a “lunch meeting” in which the meal and the meeting are one and the same. The registration fee serves as the basis for reimbursement, not the per diem allowance.

3. An employee on college business who travels more than fifty (50) miles from his/her home campus or place of residence on a work assignment, and is away for more than thirteen (13) hours, may receive per diem for lunch, even when there is no overnight lodging. In addition to lunch:
  - a. An employee who departs prior to 6:30 a.m. is entitled to per diem for breakfast,
  - b. An employee who returns later than 7:30 p.m. is entitled to per diem for dinner.

An employee must meet the eligibility requirements outlined above for per diem related to lunch before per diem for breakfast and/or dinner will be considered.

Employees who are reimbursed for any of these circumstances still are expected to remain within the authorized meal limits. Expenses which exceed the authorized amounts should be explained on the Travel Expense Statement. Individuals responsible for approving travel expenses should review these explanations to determine whether the costs are justified and allowable.

**Note:** Statewide travel regulations *do not* authorize employees to be reimbursed for meals purchased during a “lunch meeting” in which the meal and the meeting are one and the same.

### **Meal Expenses Incurred While Taking Leave**

Employees who take annual leave while on travel status may not be reimbursed for meal expenses incurred during the period of leave.

### **Required Documentation of Meal Expenses**

Receipts for meals are not required, except as discussed in the section [“Per Diem Allowance for Meals Associated with Overnight Travel within Georgia.”](#) Times of departure (for the day of departure) and return (for the day of return) should be noted on the employee’s Travel Expense Statement to substantiate meals eligible for payment of per diem. All meals included as a part of conference registration fees, etc., should be noted on travel form. Meal expenses incurred that exceed the authorized per diem amounts due to travel in high-cost areas or out-of-state should be itemized separately and explained on the Travel Expense Statement, and

are eligible for reimbursement as determined by the approving official. Individuals responsible for approving travel expenses should review these explanations to determine whether the higher meal costs are justified and allowable.

## **Lodging Expenses**

### **General Provisions**

Employees who travel more than fifty (50) miles (and outside the county) of their home campuses or places of residence may be reimbursed for lodging expenses associated with overnight travel.

Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable.

### **Employee Responsibilities**

Employees traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. To accomplish this, employees should:

- Make reservations in advance, whenever practical,
- Utilize minimum rate accommodations,
- Avoid the “deluxe” hotels and motels, and
- Obtain corporate/government rates, whenever possible.

Many hotels grant commercial rates upon request to state employees who show identification. These rates may be exceeded, but must be justified, if an employee stays at a higher cost hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost hotel and the location of the meeting, or for the safety of the individual.

### **Reimbursement of Lodging Expenses for Overnight Travel Outside Georgia**

Employees traveling out-of-state should refer to the federal per diem rates to identify high-cost areas of the United States, and to determine whether higher expenses are justified. The federal per diem rates are located at the following Internet addresses:

- For locations within the continental United States: <http://www.gsa.gov/perdiem>
- For foreign travel: <http://www.state.gov/m/a/als/prdm>

**Note:** The rates published by the federal government should only be used as a guide.

The approving official should approve lodging expenses associated with travel to high cost areas prior to the trip.

### **Lodging Associated with a Meeting or Seminar**

Employees who stay at a hotel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified in order to avoid excessive transportation costs between a lower cost hotel and the location of the meeting.

### **Authorization for Lodging within the 50 Mile Radius**

On occasions, institutions are required to sponsor conferences, trade shows, and other functions which require personnel to work at the event. In many cases, the persons planning and coordinating the event may reside or work less than 50 miles from the scheduled meeting site.

The Budget Office must approve overnight travel for such persons who are coordinating institution-sponsored events, provided the affected employees are required to begin work within nine hours of completing the previous day's activities. In addition to lodging, affected employees may be reimbursed for meals and mileage in accordance with the provisions of the Travel Regulations.

The following information is required for GPC Budget Office approval:

- Name of the employee,
- Date and purpose of the event,
- Responsibilities at the event; and,
- The approval of the approving official.

Authorization for such travel must be completed in advance of the scheduled event.

It should be noted that this provision only applies to conference and other institution-sponsored events that occur. This provision does not authorize persons to claim travel reimbursement for activities which are part of their normal responsibilities. In addition, this provision would not apply for persons who are required to attend evening meetings as part of their normal responsibilities.

### **Shared Lodging**

When a room is shared with other college employees on travel status, reimbursement will be calculated, if practical, on a prorated share of the total cost. However, when a prorated share of lodging cost is claimed, the expense statement must show the name or names of the employees with whom the room is shared. The simplest method would be for each employee to ask for a separate bill for his or her share of the room cost.

An individual on travel status accompanied by husband, wife, or other individual who is not an employee on travel status will only be entitled to reimbursement at the single room rate.

### Taxes Associated with Lodging Expenses

State and local government officials and employees traveling within the state on official business are *exempt* from paying the *county or municipal excise tax* on lodging (“hotel/motel” or “occupancy” tax). [OCGA 48-13-51 (a)(1)(C)(ii)]. Employees *are required* to pay any state/local sales and use taxes. The exemption when paying by personal credit card, check or cash applies *only* to the “hotel/motel” tax.

Employees are required to submit a copy of the hotel/motel tax-exemption form when they register at a hotel/motel. A copy of this form is shown here:

### State of Georgia Exemption of the Local Hotel/Motel Excise Tax

**CERTIFICATION - THIS IS TO CERTIFY THAT THE LODGING OBTAINED ON THE DATE(S) IDENTIFIED BELOW WAS REQUIRED IN THE DISCHARGE OF MY OFFICIAL DUTIES FOR THE STATE AND QUALIFIES FOR EXEMPTION OF THE HOTEL/MOTEL EXCISE TAX UNDER OCGA CHAPTER 48-13, (AMENDED BY ACT 621).**

Signature of Official \_\_\_\_\_ Date \_\_\_\_\_

Name of Official or Employee \_\_\_\_\_  
(Name) (Title)

Agency Representing: **Board of Regents/University System of Georgia**

Accounting/Fiscal Office Contact: **Business Services** Phone No.: **(404) 656-2236**

Date(s) of Lodging \_\_\_\_\_

The form is available on the Travel website:

<http://www.gpc.edu/~finaff/travel/forms/gahoteltaxform.htm>.

It should be noted that the provisions of this exemption only apply to lodging expense incurred while traveling on official business and that any personal lodging expense (even **Business Procedures Manual-Travel**

if incurred at the same hotel or motel before or after the official business-related travel) would not qualify for the exemption.

This exemption does not apply to employees staying at an out-of-state hotel/motel.

Employees should be able to provide proper identification to document their employment as a state or local government employee. Employees should be sure to present the hotel/motel tax-exemption form to the hotel at check-in. If the hotel refuses to accept the form at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of their stay. Employees should review hotel/motel receipts to ensure that taxes have been applied correctly to their lodging expenses in accordance with the state tax laws and regulations. Employees should attempt to resolve any problems with the billing prior to checkout.

If the matter is not resolved by the time the employee checks out, the employee should pay the tax. The employee should explain the payment of the tax as an unusual expense on their travel statement.

The college is authorized to reimburse the employee for the hotel/motel tax if the employee provides the Budget Office with the following information:

- Employee name;
- Date(s) of lodging;
- Name, address, telephone number of hotel; and,
- Documentation from the hotel/motel of their refusal to omit the excise tax.

The Budget Office will forward this information to the State Accounting Office by email to: [SAO\\_Reporting@sao.ga.gov](mailto:SAO_Reporting@sao.ga.gov), or by regular mail to: 200 Piedmont Avenue, Suite 1604 West Tower, Atlanta, GA 30334.

### **Resort and Other Fees**

Some hotels include a charge for “resort” or other fees. These are not tax-exempt fees, and should be reimbursed as an eligible lodging expense.

### **Lodging Expenses Incurred While Taking Leave**

Employees who take annual leave while on travel status may not be reimbursed for lodging expenses incurred during the period of leave.

### **Required Documentation of Lodging Expenses**

Daily lodging expenses, including applicable taxes, must be itemized on the employee travel expense statement. Employees requesting reimbursement for lodging expenses are required to submit receipts with their expense statement.

**Note:** Refer to the note in the section “[Reimbursement Procedures](#)” for an exception to the requirement to submit lodging receipts.

Individuals responsible for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

As noted in “[Miscellaneous Travel Expenses](#),” employees may be reimbursed for work-related Internet usage charges. These charges should be identified separately on the itemized hotel bill, but should *not* be listed on the travel expense statement as “Lodging.” Rather, these charges should be included in the “Miscellaneous” section of the travel expense statement.

### **Georgia’s “Green Hotels” Program**

The Georgia Department of Natural Resources has developed a program to identify and certify lodging properties that are taking significant steps to reduce their demands on Georgia’s natural resources and to act as good corporate citizens. These certified “Green Hotels” meet a stringent standard for environmental stewardship and operational efficiency. By using less toxic cleaning and maintenance chemicals, these hotels provide healthier conditions for guests and employees.

When traveling on state business and hosting meetings, state employees are encouraged to explore opportunities to support these properties where cost-competitive. The current list of certified properties is available at the following Internet address:  
[http://www.p2ad.org/Assets/Documents/ci\\_grnhotel.html](http://www.p2ad.org/Assets/Documents/ci_grnhotel.html).

## **Travel by State-Owned and Personal Vehicles**

### **General Provisions**

Employees are encouraged to utilize college-owned vehicles, if available, for travel within the state of Georgia, and when appropriate for travel outside the state. However, if college-owned vehicles are not available, employees may use personal vehicles. Institutions may reimburse employees for the mileage incurred during the employee’s business use of a personal vehicle.

The mileage reimbursement encompasses all expenses associated with the operation of a personal motor vehicle, with the exception of tolls and parking expenses, which are reimbursed separately.

### **Use of College-Owned Vehicles**

Employees traveling in college-owned vehicles (from the college motor pool) should purchase fuel using the state contracted fuel program credit card at fuel program network fuel stations.

### **Use of Personal Motor Vehicles**

The following rates should be used for mileage reimbursement for personal vehicles.

**Note: Mileage rates are changed only upon notification from [State Accounting Office/Office of Planning and Budget](#) via revisions to this policy; new rates should not be applied based solely on [U.S. General Services Administration](#) updates.**

For travel on or after January 1, 2011, reimbursement rates for the business use of personal motor vehicles are as follows:

1. **Tier 1 Rate.** When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as follows:
  - Automobile: \$0.51 per mile
  - Motorcycle: \$0.48 per mile
  - Aircraft: \$1.29 per mile
2. **Tier 2 Rate.** If a government-owned (institution-owned or DOAS motor pool, for employees in the vicinity of Capitol Hill) vehicle is available, and its use is determined to be most advantageous to the state, **OR** if it is determined (through institution policy or otherwise) that a rental vehicle (Enterprise Rent-a Car contract) is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the rate of \$0.19 per mile.
3. **Tier 3 Rate.** This rate is no longer applicable.

**Any reimbursement of mileage claims paid to an employee in excess of rates stipulated in this policy must be refunded to the State or characterized as taxable compensation to the employee.**

### **Determination of Business Miles Traveled**

Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination, as noted below.

1. If an employee departs from home campus, mileage is calculated from home campus to the destination point.
2. If an employee departs from his/her place of residence, mileage is calculated from the place of residence to the destination point, **with a reduction** for normal one-way commuting miles. For the return trip, if an employee returns to the home campus, mileage is calculated based on the distance to such home campus.
3. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, **with a reduction** for normal one-way commuting miles.

The initial point of departure during an employee's normal workweek shall be the place of residence or home campus, whichever is nearer the destination point. The initial point of departure on weekends or holidays, however, should be the individual's actual point of departure. Employees should attempt to travel together when appropriate.

Exceptions include:

1. If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with **no** reduction for normal commuting miles.
2. If an employee utilizes state-sponsored transportation alternatives (e.g. MARTA), for which payments have been made for the period of time the employee is on travel status, the "normal commuting mileage" should be calculated as the mileage from the employee's residence to the boarding site of the alternative transportation method.
3. If an employee does not regularly travel to an office (home campus) outside of his/her place of residence (i.e., residence is "home campus"), the requirement to deduct normal commuting miles does not apply.

**Note:** This exception **does not apply** to those operating under the institution's [telework policy](#).

Employees may also be reimbursed for business miles traveled as follows:

- Miles traveled to pick up additional passengers
- Miles traveled to obtain meals for which employee is eligible for reimbursement; and,
- Miles traveled to multiple work sites

Some examples to clarify these mileage rules follow.

1. Employee's normal commute is 15 miles one way. Employee is required to travel to job site 40 miles from home campus. Employee drives to home campus, then to remote site, then back to home campus before returning home. Employee's business miles traveled are 80 miles.
2. Employee's normal commute is 15 miles one way. Employee is required to travel to job site 18 miles from home campus. Employee drives to home campus, then to remote site, then home, which is 19 miles from remote site. Employee's business miles traveled are 22 miles, as follows: from home campus to remote site, 18 miles; from remote site to residence, 19 miles minus 15 miles one-way normal commute.
3. Employee's normal commute is 15 miles one way. Employee leaves from home to attend a conference 200 miles from the employee's residence. At the conclusion of the conference, the employee returns directly home. Employee's business miles traveled are 370 miles (400 actual miles traveled minus 30 round-trip commuting miles).
4. Employee's normal commute is 15 miles one way. Employee leaves from home campus on Monday for a remote work site 150 miles from home campus. Employee acquires lodging 5 miles from remote work site. Employee returns to home campus on Friday. Employee's business miles traveled are 340 miles, as follows: from home campus to remote site, 150 miles; from remote site to lodging on Monday, 5 miles; from lodging to remote site and back to lodging Tuesday – Thursday, 10 miles each day (30 miles); from lodging to remote site on Friday, 5 miles; from remote site back to home campus, 150 miles.

### **Campus Mileage**

An employee travelling on required College business will be reimbursed for local mileage provided these miles are in **excess** of the daily commute between place of residence and home campus. It is not necessary to include odometer reading on campus-to-campus mileage. Claims for local mileage must show points visited and the return location. A point-to-point and purpose of trip explanation is required.

Employees cannot claim mileage if the trip is part of their normal daily commute. For example:

If an employee lives in Clarkston and his/her home campus is Decatur, he/she cannot claim mileage from Decatur to Clarkston or vice versa if the trip is at the beginning or end of the day.

Reimbursement for local campus travel will be limited to the following:

<b>Between Alpharetta and...</b>	
Clarkston	30
Decatur	37
Dunwoody	14
Lakeside	24
Newton	63
<b>Between Clarkston and...</b>	
Alpharetta	30
Decatur	10
Dunwoody	13
Lakeside	4
Newton	40
<b>Between Decatur and...</b>	
Alpharetta	37
Clarkston	10
Dunwoody	22
Lakeside	13
Newton	35
<b>Between Dunwoody and...</b>	
Alpharetta	14
Clarkston	13
Decatur	22
Lakeside	9
Newton	51
<b>Between Lakeside and...</b>	
Alpharetta	24
Clarkston	4
Decatur	13
Dunwoody	9
Newton	43
<b>Between Newton and...</b>	
Alpharetta	63
Clarkston	40
Decatur	35
Dunwoody	51
Lakeside	43

### **Prohibited Mileage Reimbursements**

Employees are not entitled to mileage reimbursement for:

- Travel between their place of residence and their home campus, or
- Personal mileage incurred while on travel status.

### **Reimbursement for Parking Fees and Tolls**

Institutions also may reimburse employees who incur parking and toll expenses while on official travel for the institution. These expenses are reimbursable for travel in both state-owned and personal vehicles.

While there are no maximum limits for parking, employees are encouraged to utilize low-cost, long-term parking to minimize the cost.

### **Required Documentation of Mileage, Parking, and Toll Expenses**

All requests for reimbursement of mileage, parking, and toll charges must be documented on the employee travel expense statement.

Personal/commuting mileage is excluded to determine the actual state-use miles. Employees should claim mileage based on the most direct route from the point of departure to the destination. Deviations from the most direct route (i.e., due to field visits, picking up passengers, etc.) should be explained on the travel expense statement.

Requests for reimbursement of parking fees and tolls paid should also be recorded on the travel expense statement. Employees are expected to obtain receipts for these expenses. If it is not possible to obtain a receipt, then a written explanation should be included on the expense statement.

Employees who share a state-owned or personal vehicle with another employee and do not claim reimbursement for mileage should indicate the name of the person they rode with and the dates of the trips on the travel expense statement.

Instances in which employees utilize state-owned aircraft should also be noted on the travel expense statement.

## **Travel by Rented or Public Transportation**

### **General Provisions**

College employees are encouraged to travel by state-owned or personal vehicles when feasible and cost-effective. However, when commercial transportation is necessary, employees may be reimbursed for the expenses incurred. Employees will be reimbursed for actual expenses incurred, provided the appropriate steps were taken to obtain the lowest possible fare or cost.

Approving officials must approve travel by rented or public transportation prior to the date of travel. When considering such a request, approving officials should consider the distance to be traveled, the travel time, and the cost.

### **Commercial Air Transportation**

Employees should utilize commercial air transportation when it is more cost-effective and efficient to travel by air than by vehicle. Under such circumstances, the college may reimburse employees for expenses incurred for air travel, provided these expenses were approved prior to the date of travel.

**Note:** Employees who choose to travel by personal vehicle, when air travel is more cost-effective, should only be reimbursed for the cost of the lowest available airfare to the specified destination.

Employees who require air travel should obtain the lowest available airfare to the specified destination, which may include the use of the Internet, a travel agency, or the state airfare contract. The State Purchasing Office of the Department of Administrative Services may have contracts with airlines for various travel destinations. Employees should refer to the statewide contract when making travel arrangements. Airfares included in this contract, if available, may be accessed as follows: [Statewide Contract](#). The contract can be directly accessed at the following internet address: <http://doas.ga.gov/StateLocal/SPD/Pages/StatewideContractIndex.aspx>.

Employees who utilize the state airfare contract may purchase their tickets directly through a travel agent, or may pick up their tickets in person at a ticket office or at the airport. Tickets may be purchased using a state-issued corporate charge card, state purchasing card, personal credit card (on an as-needed basis with prior approval of employer), or through invoicing by a travel agent.

Many travel agencies now charge small fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs, regardless of whether the airfare tickets were purchased through the state airfare contract or not. **However, employees are strongly encouraged to use the Internet in order to avoid travel agency fees.**

Travel agencies used for making travel arrangements should not be related to the employee making, authorizing, or approving the arrangements. The travel agencies also

should not be related to the employee actually traveling. A "related" party would include any members of the employee's family or any organizations in which the employee or his/her family members have a financial interest. The purpose for not using such travel agencies is to maintain the institution's integrity in financial matters.

It should be noted that employees are not required to use the statewide contract when lower fares can be obtained through another airline. The contracted airline should, however, be offered the opportunity to meet the lower fare. Employees also are not required to use the statewide contract if the contracted flight is not non-stop and the contracted flight would cause the employee undue hardship or would conflict with the employee's schedule.

Reimbursement will be made upon presentation of a ticket stub, receipts, or other documentary evidence of expenditure via the Travel Expense Statement upon completion of trip.

According to law (1978 S.B. 73, Act 1369), officials or employees traveling by commercial air carrier will not be reimbursed for that portion of non-coach (first-class, business class) airfare which exceeds the cost of the lowest fare for the flight on which such official or employee is traveling unless:

- There is no other space available on the needed flight;
- A licensed medical practitioner certifies that because of a person's mental or physical condition specific air travel arrangements are required; or,
- The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons.

It is the responsibility of the approving official to obtain the necessary medical certifications for any employee who requires special air travel arrangements due to a medical condition. Approving officials also should obtain information specifying the expected length of time such condition would have an impact on travel needs. The College should maintain such information in a manner that would enable the auditors to readily determine who is subject to these special travel provisions. Final written approval by the Executive Vice President for Financial and Administrative Affairs is required.

### **Upgrades to Non-Coach Travel**

State officials or employees may, at any time, use personal frequent flyer miles or similar programs to upgrade to non-coach travel. In addition, nothing in this policy shall preclude a state official or employee from personally paying for an upgrade to non-coach travel.

For purposes of conducting official state business, state officials or employees may negotiate or arrange for upgrades to non-coach travel with individual commercial carriers if:

- The flight is international and over five hours in duration; and,
- The carrier agrees not to charge any additional cost to the College.

### **Indemnification Received Due to Travel Inconveniences Imposed by Airlines**

Occasions may arise when airlines overbook, change, delay or cancel flights, thereby imposing travel inconveniences on their passengers. In these instances, airlines often offer the impacted passengers indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel, and credits toward future flight costs. College employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the College.

### **Airline Cancellations**

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the institution will be obligated to pay the penalties and charges.

### **Airline Departure and Return**

When traveling by common carrier to conduct official State business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the institution of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the appropriate authority, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior approval by the Budget Office is required.

### **Airline Reservations**

Airline reservations can be handled by American Express Travel Services. Many travel agencies now charge fees (usually around \$35) for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs.

### **Recent Changes in Airline Ticketing Policies**

Most airlines charge an additional fee for changes in flights. Employees should make every effort to avoid changes, but if an additional fee is imposed for rescheduling, this becomes part of the travel expense and is reimbursable. The reason for the change must be documented. If the airline ticket is not used at all for reasons beyond the control of the employee, the employee may be reimbursed (with the approval of his/her supervisor), but this would not be considered a travel expense. The reason for the ticket not being used must be documented.

Most airlines also charge a fee for paper tickets that could be electronically ticketed. **Employees are strongly encouraged to avoid this fee by using the Internet.** If there is a valid reason for a paper ticket and a fee is charged, it becomes part of the travel expense and is reimbursable.

### **Fly America Act**

Airline travel reimbursement on Federal and Federal pass-through sponsored agreements are subject to the requirements found in the Fly America Act (49 U.S.C. 40118), which requires that federal employees, and others performing U.S. Government financed travel to use U.S. flag carriers for all air travel funded by the United States Government unless U.S. carriers are unavailable. This includes U.S. federal government employees and their dependents, consultants, contractors, grantees, and others.

**Note:** U.S. flag air carrier service **is considered available** even if:

- A foreign air carrier would be at less cost to the traveler or agency; or,
- A foreign air carrier would be more convenient to the traveler.

### **Rental of Motor Vehicles**

Use of commercially leased vehicles will be left to the discretion of the approving official and must be approved prior to departure. Employees requiring the use of commercially leased vehicles may obtain vehicles through the state contracted rental agency according to the conditions of the [Statewide Contracts](#) issued by the State Purchasing Office of the **Business Procedures Manual-Travel**

Department of Administrative Services. The contract can be directly accessed at the following internet address:

[http://ssl.doas.state.ga.us/PRSapp/PR\\_StateWide\\_contract\\_list\\_alpha.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_list_alpha.jsp).

Rental vehicles can be billed directly to the College with the appropriate approval, completed forms, and lead time. Interested travelers should indicate this preference when completing the Prior Approval for Travel Authorization Form and contact Logistical Services with the Travel Authorization Number (issued by the Budget Office) to request this option.

Employees also are encouraged to contact travel agencies to identify the lowest available rates. Employees who are able to obtain lower rates through other companies should use these other companies to rent vehicles. If the employee is using a company other than the one on State Contract, the [Statewide Contract Waiver Request Form](#) must be completed and sent to the Associate Director of [Logistical Services](#) for approval.

Employees traveling on State business in a rented motor vehicle are covered by the State's liability policy. Therefore, liability coverage should be declined when renting a motor vehicle. Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance is included in the statewide contract at no additional cost. Contact the Associate Director of [Logistical Services](#) for more information.

Employees requiring the use of commercially leased vehicles will be reimbursed for costs associated with official use of such vehicles. Personal accident insurance on rental vehicles is not reimbursable. Employees will be reimbursed for gasoline purchases associated with the business use of such vehicle, provided appropriate receipts are included.

### **Travel by Railroad**

Employees may be reimbursed for the actual cost of rail transportation, provided the appropriate personnel authorized the travel expense in advance. Employees traveling by rail are encouraged to obtain the lowest possible fare. There is no statewide contract for transportation by rail.

### **Travel by Mass Transportation, Taxi, or Airport Vans**

Employees officially on travel status may be reimbursed for necessary costs of transportation by bus, taxi, or airport vans for the following situations:

- Between the traveler's departure point and the common carrier's departure point;
  - Between the common carrier's arrival point and the traveler's lodging or meeting place;
- and,

- Between the lodging and meeting places if at different locations.

It is expected that airport vans will be utilized when available, when arrival or departure is during daylight hours, and when they are the lowest cost alternative.

### **Reimbursement for Baggage Handling Services**

Employees may be reimbursed for expenses associated with baggage handling services (portage) when such an expense is necessary and actually is incurred in moving luggage into or out of lodging places, common carriers, and/or airports. Employees should not be reimbursed for such expenses when they choose to use baggage-handling services as a convenience to them.

### **Required Documentation of Expenses**

All travel by rented or public transportation must be recorded on the employee travel expense statement. Employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and for the cost of rented vehicles including gasoline. Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans. However, a point-to-point explanation is required for each item reimbursed. All transportation expenses should be itemized on the employee Travel Expense Statement.

### **Travel by Private Aircraft**

Use of personal aircraft (owned or leased) will be authorized only after a careful analysis of the distance, timeliness, and overall cost factors of a trip has been reviewed. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized. If a private aircraft is used, reimbursement will be at the mileage rate authorized for use of a personal vehicle for the most direct route via highway miles from the employee's residence or home campus to the destination point(s), whichever is nearer.

Employees utilizing private aircraft should document the expense on the employee travel expense statement. In the “Comments” section, the following comment should be added: “Traveled by private aircraft, registration number Nxxxx; mileage calculated from the official highway map.”

Use of a private aircraft will be left to the discretion of the Executive Vice President of Financial and Administrative Affairs.

## **Registration Fees**

### **Registration Fees Paid by the Employee**

Registration fees required for participation in workshops, seminars, or conferences that an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or a copy of the check showing payment. Any part of a registration fee applicable to meals will be reported as a meal expense, and not as a registration fee, if the costs can be separately identified.

Under this circumstance, reimbursement will be processed after the trip via the Travel Expense Statement.

### **Registration Fees Prepaid by the College**

Registration fees required for participation in workshops, seminars, or conferences that an employee is directed and/or authorized to attend may be paid in advance by the College. In order to request advance payment of registration fees, the following items must be submitted to Budget Office:

1. A completed and approved Payment Request, including the Federal Identification Number of the Payee.
2. Copy of a completed and approved Prior Approval for Travel Authorization.
3. Original and one additional copy of the completed registration form complete with conference agenda.

All checks for the payment of registration fees will be routinely mailed to the payee unless noted otherwise by the employee on the Payment Request. An employee planning to prepay a registration should allow adequate time for processing. It is strongly recommended that the appropriate information for the payment of registration fees reach the Budget Office at least two weeks prior to the registration deadline.

### **Registration Fees Charged to the Purchasing Card**

Registration fees may be charged using the state contracted purchasing card. The registration fee must be documented on the Prior Approval for Travel Authorization and use of purchasing card must be indicated.

**Additional meal allotments are not allowed if the meal is included in a registration fee.**

## **Miscellaneous Travel Expenses**

### **Telephone/Telegraph/Fax Expenses**

Employees may be reimbursed for expenses incurred for work-related telephone, telegraph, and fax messages. Employees must document these claims on the travel expense statement, and indicate the location from which each call was made, the person contacted, and the reason for the communication. Personal calls made while on travel status are not reimbursable.

### **Stationary/Supplies/Postage Expenses**

Reimbursement for stationery, supplies, stenographic, or duplicating services may be reimbursed, provided the expense is directly associated with a work-related project and the cost is reasonable. In addition, work-related postage expenses may be reimbursed. Employees requesting reimbursement for these expenses must document actual expenses on the travel statement and explain the purpose for these expenses. Receipts/invoices should accompany the travel expense statement.

### **Internet Usage Fees**

Employees may be reimbursed for work-related Internet usage charges. These charges should be identified separately on the itemized hotel bill, but should **not** be listed on the travel expense statement as “lodging.”

### **Visa/Passport Fees**

When travel required by an employer necessitates the use of a passport and/or visa, and the employee does not currently possess such valid document(s), the related visa/passport fee is eligible for reimbursement when documented by a receipt.

### **Baggage Check Fees/Carry-On Fees**

Employees may be reimbursed for expenses associated with checking bags or carrying on bags when such fees are required by the airline. Employees should make every effort to check as few bags as possible and present the receipt(s) for the actual expenditure.

## **Unallowable Expenses**

The following expenses are not reimbursable unless specific legal authority has been established:

- Laundry

- **Note:** Laundry expenses are allowable when overnight travel exceeds seven (7) consecutive days.
- Tipping for hotel concierge or maid services
- Valet services for parking, when self-parking options are available
- Theater
- Entertainment
- Alcoholic Beverages
- Visa/Passport fees except as previously noted
- Bank charges for ATM withdrawals

## Corporate Charge Cards and Travel Advances

OCGA 45-7-25 and 45-7-26 authorize the payment of travel advances to employees of all state agencies, commissions, and authorities. State law also charges the Director of the Office of Planning and Budget with the responsibility for developing the necessary rules, regulations, and procedures to govern travel advances and to provide for proper and timely accounting of state funds advanced to employees once the employees have returned from travel status. The Office of Planning and Budget issued the OPB Policy Memorandum No. 1 (Revision 2) in 1989 to address travel advances. The information provided in this section summarizes this policy statement.

In general, each institution is authorized to set specific policies and procedures regarding travel advances, provided the policies and procedures do not conflict with any regulations.

Georgia Perimeter College does not offer its employees corporate charge cards or cash travel advances. Travel expenses are paid on a reimbursement basis only.

## American Express Travel Services

As a service to employees on travel status, the College has entered into an agreement with American Express to provide airline tickets and other related travel services. The agreement with American Express is an excellent benefit for employees on travel status, as well as a valuable travel management aid to the College. Services are provided through American Express online at: <http://corp.americanexpress.com/axommd> or via telephone at 1-888-762-8728.

With American Express, an employee can make reservations with airlines and hotels. These expenses airline tickets may be charged to the College's account and billed to the departmental travel budget on a monthly basis.

Benefits of American Express Online include:

- 24 hour booking convenience
- Online booking \$7.00 versus telephone (agent assisted) booking \$22.00
- Accessible anywhere-from your home, the office or on the road
- Comparison shop for best priced travel options quickly and easily
- Store and retrieve frequently-traveled itineraries for fast re-booking
- Access airline seat maps, city maps destination information and local weather
- Real-time access to flight times, delays and gate information
- 24-hour support for navigational questions and en route assistance
- Greater control in making your travel reservations
- Save an average of 30 minutes in total travel booking processing time

All prepaid and advance airline tickets should be purchased using the services provided by American Express. Employees should make reservations as early as possible to take advantage of advance purchase discounts. If an employee chooses not to use American Express for direct billing, reimbursement for travel will only be made after the trip via the Travel Expense Statement.

### **Instructions to Make Travel Arrangements via American Express**

Forward the completed and approved Prior Approval for Travel Authorization to the Budget Office. The Budget Office will return a copy of the approved form with a 10-digit authorization number. This authorization number is required when making travel arrangements. The number is unique and can only be used for one itinerary.

Navigate to the American Express Travel Services website (<http://corp.americanexpress.com/axommd>) and click “Book Now.” Enter user ID and password, or if this is the first visit, create an account. Once you are logged in, begin searching for travel. After making the appropriate travel selections, finalize your arrangement by entering the 10-digit authorization number when prompted.

Although it is less cost effective, travelers may elect to make travel arrangements via telephone. Call the American Express Business Travel Center at 1-888-762-8728. Inform the travel agent the traveler is an employee of Georgia Perimeter College and provide the authorization number and travel needs. If the traveler is attending a workshop or conference, please inform American Express of any reduced hotel and/or airline rates. Confirmation will be delivered via electronic mail.

Upon returning from the trip, the traveler should submit the canceled e-ticket receipt or itinerary receipt along with the completed Travel Expense Statement. The receipt must

show the cost of the airfare and the method of payment. The airfare expense should be listed on the back of the travel statement under Common Carrier, Taxi/Limo. This information is to be brought forward and entered in the blank so designated. However, since this item was prepaid, the cost must also be reversed out and not included in the total for reimbursement on the reimbursement form.

## **Reimbursement Procedures**

### **Required Documentation of Travel Expenses**

Employees requesting reimbursement for travel expenses are required to submit their claim to their approving official and the Budget Office on the employee travel expense statement. This statement shall be the standard form approved for use in units of the University System. Any deviations from this form are to be approved by the Vice Chancellor for Fiscal Affairs.

Requests for reimbursement should include the following information:

1. Itemized expenses for authorized meals, lodging, mileage, transportation, and miscellaneous expenses;
2. Explanation of any expenses that exceed the established limits and of any unusual expenses;
3. Explanation of the purpose for the trip; and
4. Description of the type(s) of transportation used.

**Employees are required to sign their Travel Expense Statement, attesting that the information presented on the form is accurate. Employees who provide false information are subject to disciplinary action up to and including termination as well as criminal penalty of a felony for false statements, which is subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one (1) or more than five (5) years.**

Employees are also required to submit receipts for the following expenses, with an exception noted below:

- Meals purchased in lieu of those provided at conference/training
- Lodging
- Airline or railroad fares
- Rental of motor vehicles
- Gasoline purchased for rental vehicles
- Supplies
- Registration fees
- Visa/passport fees

**Note:** Employees are encouraged to use the Internet to make reservations for lodging and transportation. However, on-line services do not always provide traditional receipts. If a receipt is not provided, it is the employee's responsibility to provide adequate documentation of payment. This could include a printed confirmation and a copy of the cancelled check or a copy of the credit card statement showing the charge.

Receipts for parking, tollway, mass transit/taxi/airport vans, and communications expenses are recommended. However, if receipts are not available, employees are required to include an explanation of the expense on the travel expense statement. Receipts for meals are not required, except as noted above.

### **Institutional Responsibility**

Responsibility for appropriate audit, approval, and reimbursement of Travel Expense Statements is vested with the Executive Vice President for Financial and Administrative Affairs or designated representative of the institution. Georgia Perimeter College Budget Office and Accounting Services personnel process completed and approved travel statements. Each Travel Expense Statement must be approved by the employee's approving official(s) before submission to the Budget Office.

In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department manager. Travel expense statements cannot be resubmitted at a later date or at year-end for additional reimbursement.

The travel expense statement must be submitted to the GPC Budget Office within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel Expense Statements received after the designated date will not be subject to reimbursement in the current fiscal year. Travel Expense Statements received after the cutoff date cannot be charged to the subsequent fiscal year.

Forms for travel reimbursement shall be the standard forms approved for use by the University System of Georgia. All travel forms: Prior Approval for Travel, Travel Expense Statement, Payment Request, and the Tax Exemption Certification are available on GPC Travel Information web site. No other forms will be accepted.

### **Frequency of Reimbursement**

Complete and accurate claims for travel reimbursement will be processed weekly.

## **Travel Procedures**

There are two forms used in connection with the preparation and processing of travel:

1. **Prior Approval for Travel Authorization;** and,
2. **Travel Expense Statement**

Both forms are available on the GPC Travel Information website.

### **Prior Approval for Travel Authorization**

The Prior Approval for Travel Authorization (Prior Approval) must be completed and received by the Budget Office with all required signatures and supporting documentation ten business days prior to the anticipated travel. Travel is not authorized until the Prior Approval is properly approved by the Budget Office. Foreign travel must be approved by the requesting employee's Vice President.

Required supporting documentation includes but is not limited to:

- Proposed Flight Itinerary
- Conference, workshop, seminar etc. agenda
- Conference, workshop, seminar registration form
- Hotel Rate Information

Prior approval attests to the necessity of the travel and ensures that arrangements are reasonable in nature and amount.

### **Travel Expense Statement**

Upon returning from a trip, the employee should submit a completed Travel Expense Statement to the approving official. The approving official should review the expense statement for accuracy and compliance with travel regulations. If the statement is in order, the form should be approved and forwarded to the Budget Office for auditing and processing.

The Budget Office will accept well documented and legible handwritten mileage logs for local travel with total mileage entered on the Travel Expense Statement using the computer. **In an effort to prevent errors, the Budget Office strongly discourages handwritten submissions of the Travel Expense Statement.** The appropriate form is on the Travel Information website. Using a computer, information should be entered into this form and the form should be printed for the appropriate approvals.

Reimbursement to an individual may cover only those expenses pertaining to that individual; it may not include expenses pertaining to other individuals regardless of who paid the expense. Each individual must request his or her reimbursement. In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the approving official. Travel Expense Statements cannot be resubmitted at year-end for any additional reimbursement.

The Travel Expense Statement must be submitted to the Budget Office within 60 days of the trip. Due to year-end closeout procedures, a specific date will be established during the last quarter of the fiscal year. Travel Expense Statements received after the designated date will not be subject to reimbursement in the current fiscal year. All receipts and paid bills must be original.

### **Travel Expense Statement Form Detailed Explanation**

1. Name: Traveler's Name
2. Employee Identification Number: Traveler's employee identification number, required for state reporting.
3. Title: Traveler's Official Title
4. Campus: Traveler's Home Campus
5. Account Number: Department Number
6. Residence: Home Address
7. Date From/To: From date of departure to date returned
8. Date Column: Date expense incurred
9. Time departed/arrived column: Time of day departed and time of day returned from trip. Only one blank in this column for "departed" and one blank for "arrival" should be filled in for each complete trip. Days subsequent to trip departure and prior to trip return require no entry. This information must be provided.
10. Locations/points visited column: Locations of incurred expense.
11. Breakfast column: Amount spent for breakfast each day including tip or per diem.
12. Lunch column: Amount spent for lunch each day including tip or per diem.
13. Dinner column: Amount spent for dinner each day including tip or per diem.  
NOTE: If meals are provided as part of a registration fee, a meal allotment is *not allowed for that same period.*
14. Lodging column: Amount spent for lodging must be included on the Travel Expense Statement. An original receipt for lodging must be attached to the Travel Expense Statement. When a room is shared with other college employees on travel status, reimbursement will be calculated on a pro rata share of the total cost. A college employee on travel status, if accompanied by someone, who is not a

- college employee on travel status, would be entitled to reimbursement at a single room rate. The hotel receipt should indicate the amount for a single room rate.
15. Total column: Automatically totals breakfast, lunch, dinner and lodging for each day.
  16. State use mileage: If transportation is by personal automobile, the total mileage is to be brought forward from the second page of the form and multiplied by the appropriate mileage rate to arrive at the amount to be automatically entered in the designated field.
  17. Common carrier, taxi/limousine (page one): If transportation is by common carrier, taxi/limousine, or authorized rental vehicle, the total is brought forward from the second page of the form and automatically entered in the designated field. The amount for air travel or other expenses charged directly to the College should not be included in the total. These expenses should be listed as memo items only.
  18. Total travel expense: Total travel related expenses before miscellaneous.
  19. Miscellaneous expenses: Detail on the second page of the form is brought forward and entered in the designated field.
  20. Grand total: The total travel expense and miscellaneous expenses to be reimbursed will automatically calculate in this field.
  21. Automobile mileage record: **REQUIRED**
    1. Georgia License No. of Car: License plate number of automobile used.
    2. Period ending: The date for which this travel period ends.
    3. Total state use miles are carried forward to the first page of the form. A continuation form may also be used to document the mileage for additional local trips.
  22. Purpose of trip: Statement of the reason for the travel and the type of business conducted. If local travel, check the appropriate box.
  23. Common carrier, taxi/limousine (page two): The expenditures for all forms of transportation except for personal vehicle mileage should be itemized in this space. Receipts in support of Common Carrier expense must be attached (including tickets prepaid by the College). A receipt for an authorized vehicle rental must be attached to the Travel Expense Statement.
  24. Miscellaneous: Except for telephone calls and toll fees, receipts must be attached. Registration fees, parking and toll fees are examples of miscellaneous expenses.

## Glossary

**Commercial Transportation** - means any entity that offers transportation of people or goods to the public for pay.

**County and Municipal Excise Tax** - means the local taxes charged by hotels/motels for lodging. This tax is separate from the state sales tax.

**Employee Travel Expense Statement** - means the accounting document used to reimburse a state employee for travel expenses incurred while on official business.

**Federal Per Diem Rate** - means the maximum reimbursements allowed to federal employees who are on travel status. The available rates only include locations within the continental United States. Separate per diem limits have been established for foreign travel.

**High-Cost Area** - means any area within Georgia within which meal expenses may be reimbursed at a higher amount than the limits that otherwise apply to travel within Georgia. High cost areas are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, and Gwinnett counties.

**Lodging** - means a hotel, motel, inn, apartment, or similar entity that furnishes lodging to the public for pay.

**Per Diem for Meals** - means the cost of a meal including applicable taxes and tip.

**Miscellaneous Travel Expense** - means a necessary and reasonable expense incurred by a state employee while traveling on official business. This term does not apply, however, to meals, lodging, mileage or transportation costs.

**Normal Commuting Miles** - means the miles traveled on a regular, usually daily, basis from an employee's residence to the location most frequently associated with work performed outside of that residence, generally at a "home campus." This should be a standard distance that does not change from one reimbursement request to the next.

**Personal Motor Vehicle** - means a motor vehicle that is owned or leased for personal use by an employee. Personal motor vehicles include automobiles, motorcycles, and aircraft.

**Point of Departure** - means the beginning location used to calculate state-use miles traveled in a personal vehicle. For the normal workweek, the point of departure will be either the employee's residence or home campus, whichever is nearer to the destination point. During weekends and holidays, employees should use the actual point of departure to calculate travel mileage.

**Travel Exception** - means written authorization for travel reimbursement of expenses generally not allowable under the Statewide Travel Regulations.

**Travel Expenses** - means meal, lodging, mileage, transportation, and miscellaneous expenses.