T-Auth - DYK?

- Registration fees paid from a payment request should not be included on your T-Auth. [http://depts.gpc.edu/~gpcbud/travel/travel-formsRev.html](http://depts.gpc.edu/~gpcbud/travel/travel-formsRev.html)

- Registration fees paid by you should be included on your T-Auth.

- Lodging should be included on your T-Auth with a Payment Type of Prepaid Hotel

- Car rentals charged to your P-card should not be included on your T-Auth.

- You can modify a ‘saved’ T-Auth up until it is submitted.

- In order to modify ‘submitted’ T-Auth that has not been approved, you must request the approver to ‘send back’ the report. OR - make the corrects on the expense report - after the trip.

- If you forgot to apply your T-Auth to its related expense report, you must ‘cancel’ the T-Auth.

- If your trip is canceled, you must CANCEL its approved T-Auth.

- If your trip is canceled and the T-Auth has not been approved, you must DELETE the T-Auth.
When creating an Expense Report after the completion of a trip that has an approved T-Auth, you must use the ‘Quick Start’ box when creating the expense report. The ‘Quick Start’ box can be found near the top of the Expense Report entry page.

- Original receipts are required for all claimed expenses except Meal Per Diems and mileage. They should be attached to your printed Expense Report and sent to Decatur-Accounts Payable via interoffice mail.

- Trip navigations are required for all mileage except Campus2Campus trips. They should be attached to your printed Expense Report and sent to Decatur-Accounts Payable via interoffice mail.

- Your printed Expense Report with attached supportive documentation must be sent to Decatur - Accounts Payable via interoffice mail.

- You are allowed 75% of the daily meal allowance of a Single day trip that lasts 12 hours or longer. You must check the First/Last/Single day box located on the Details page for each non-provided meal claimed on your Expense Report.

- You are allowed 75% of the daily meal allowance on the First and Last days of your overnight trip. You must check the First/Last/Single day box located on the Details page for each non-provided meal claimed on your Expense Report.