Did You Know...?

Cash Advances and Prepayments must be cleared within ten [10] days after the event/trip ends by submitting an expense report. Delinquent submissions will result in suspended advances/prepayments for future trips.

- **Lodging** - GPC checks issued on behalf of employee and students’ hotel costs must be reported on an expense report within 10 days after the trip completes. Choose the Payment Type as ‘Prepay- AP Hotel.’ The printed report expense report and supporting documentation should be sent to Accounts Payable – Decatur via interoffice mail.
  - **Supporting documentation**
    - Hotel folio/invoice from checkout

- **Cash Advances** - GPC checks issued to employees for student events/travel must be reported on an expense report. Choose the Payment Type as ‘Prepay- xxxx.’ The printed report and supporting documentation should be sent to Accounts Payable – Decatur via interoffice mail.
  - **Supporting documentation**
    - Original receipts
    - Original Sign in sheets for participants [events or meals]
    - Original Sign in sheets for Per Diem allowances paid to students

If you prefer to pay your registration out of pocket, you can get reimbursed for your registration before you even go on your approved trip. [Just as you can get reimbursed for out of pocket airfare - see Sept DYK].

- Create/Submit a T-Auth for your registration - **ONLY.** This is separate from your T-Auth for all other expenses you will be reimbursed for after your trip.
- Choose Payment Type you will use to pay for your registration.
- After your payment, you can opt to create/submit your expense report from the approved registration T-Auth. NOTE: Use the date of payment for your Expense Date.
- Send printed expense report with registration receipt to Accounts Payable - Decatur via interoffice mail.
**Travel Expense Report - DYK?**

It’s ‘OK’ to show the students’ portion as one total on one expense line... [No need it itemize by student]. For your convenience, you can report by expense type, by day and enter the total for all students.

Example - Chicago Leadership 3-day Conference - Student Lodging and Meals before the First/Last day box is checked on the Details page:

<table>
<thead>
<tr>
<th><em>Expense Type</em></th>
<th><em>Date</em></th>
<th><em>Amount</em></th>
<th><em>Currency</em></th>
<th><em>Payment Type</em></th>
<th><em>Billing Type</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Employee Lunch</td>
<td>10/24/2014</td>
<td>36.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Lunch</td>
<td>10/25/2014</td>
<td>36.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Lunch</td>
<td>10/26/2014</td>
<td>36.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Lodging</td>
<td>10/23/2014</td>
<td>426.96</td>
<td>USD</td>
<td>Prepaid Hotel (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Dinner</td>
<td>10/23/2014</td>
<td>72.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Dinner</td>
<td>10/24/2014</td>
<td>72.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Dinner</td>
<td>10/25/2014</td>
<td>72.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Breakfast</td>
<td>10/24/2014</td>
<td>24.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Breakfast</td>
<td>10/25/2014</td>
<td>24.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
<tr>
<td>Non Employee Breakfast</td>
<td>10/26/2014</td>
<td>24.00</td>
<td>USD</td>
<td>Prepaid Other (AP)</td>
<td>Internal</td>
</tr>
</tbody>
</table>

For questions or assistance with your TEM needs, please contact:
- Mischelle.Standifer@gpc.edu
- Iris.Christie@gpc.edu
- Solange.Hardy@gpc.edu
- Cania.Harris@gpc.edu

For your travel needs that include:
- Payment Request Form
- Hotel/Motel Excise Exemption Form
- GA State Sales Tax Exemption Form
- GPC Travel Policy
- Employee Self-Service link
- Quick Reference for Submitters
- Quick Reference for Approvers

Visit The Travel Website at: Employee Travel & Expenses