T-Auth - DYK?

GPC provides the option of prepaying registration, lodging, and airfare in order to minimize out of pocket expenses to any GPC employee.

- **Registration fees** - Send your approved payment request with supporting documentation to Accounts Payable – Decatur via interoffice mail. **NOTE:** Do not include an expense line on your Travel Authorization [T-Auth] for registration when the College is paying the fees [AP CHECK, Pcard] to the conference host.

- **Lodging** - Send your approved payment request with supporting documentation to Accounts Payable – Decatur via interoffice mail. **Do** record lodging as an expense line on your T-Auth. Choose the Payment Type as ‘Prepay- AP Hotel.’

- **Airfare** - It is permissible to charge airfare to the GPC P-card. If the airfare is charged to the Pcard. **NOTE:** Do not include an expense line on your T-Auth for the airfare paid with PO.

**GPC Pcard not an option for you? Well did you know that you can get reimbursed for your airfare before you even go on your approved trip?**

- Create/Submit a **T-Auth** for your airfare - **ONLY**.
- Choose Payment Type you will use to pay for your airfare.
- After your purchase, you can opt to create/submit your expense report from the approved airfare T-Auth. **NOTE:** Use the date of purchase for your Expense Date.
- Send printed expense report with airfare receipt to Accounts Payable - Decatur via interoffice mail.

If you forgot to create your expense report from its approved T-Auth, it will be sent back requesting proper submission.
Travel Expense Report - DYK?

- 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.

- If you forgot to create your expense report from its approved T-Auth, it will be sent back requesting proper submission.

- Do not delete an unwanted line on an expense report that was created from an approved T-Auth.

- 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.

For questions or assistance with your TEM needs, please contact:
Mischelle.Standifer@gpc.edu
Or
Any member of the GPC Travel Team staff at X2070
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