



# Know BEFORE YOU GO

## Instate Travel

Expenses submitted more than **60 calendar days after completion of the trip or event**, if reimbursed, are taxable income per the IRS.



### SUBMITTING 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
- All single expenditures of \$25 or greater



### PER DIEM FOR GEORGIA TRAVEL

- Must have overnight lodging to be eligible for meal per diem
- \$50 a day
- Travelers are only allowed 75% of per diem rate on first and last day of travel



### LODGING

- UGA employees traveling within Georgia are exempt from paying county or municipal excise tax on lodging regardless of the payment method being used. Travelers are required to submit a copy of the Hotel Occupancy Tax Exemption Form. You can download this form at [https://busfin3.busfin.uga.edu/accounts\\_payable/excise\\_exempt.pdf](https://busfin3.busfin.uga.edu/accounts_payable/excise_exempt.pdf).
- Use GSA rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates> to identify what is reasonable for the area.
- All lodging claims must be documented with a receipt and must be at a business that offers lodging to the general public, such as a hotel or motel, NOT a private residence.
- Online booking services, such as AirBnB, VRBO, Home Away, and other similar type service providers are prohibited for domestic travel. These types of services can be used for international travel.



### RENTAL CAR

- Travel originating in Georgia, not at an airport can use Enterprise or Hertz.
- Travel at any airport, or anywhere outside of Georgia must use Hertz.



### MILEAGE RATES

- View current mileage rates [here](#).

