



Know BEFORE YOU GO

Domestic Out-Of-State Travel

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



TRAVEL AUTHORIZATIONS

An authorization to travel is required to be submitted by employees traveling more than fifty miles outside of Georgia. The authorization must be submitted prior to travel.



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
- Registration fees
- Rental of motor vehicles
- All single expenditures of \$25 or greater



PER DIEM OUTSIDE OF GEORGIA

- Use GSA per diem rates (minus incidental, as they are reimbursed as actuals)
- Travelers are only allowed 75% of per diem rate on first and last day of travel



LODGING

- 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](#).



AIRFARE

- Use lowest possible coach fare
- Delta One class airfare is not allowed
- Business Class is allowable for domestic flights to Alaska and Hawaii



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The above resource is not meant to be a comprehensive summary of the complete travel policy. Please review the full policy for additional information.

SCAN QR CODE FOR FULL TRAVEL POLICY

<https://policies.uga.edu/Travel/Employee-Travel-Effective-January-1-2015-Present/>