



Expense Manager Checklist for Out-of-State Travel Reimbursements

General

- Is Budget Status on Expense Report Header Valid?
If not, resolve budget error before forwarding to Accounts Payable. If no response beside of Budget Status, hold report until budget checking process runs at the top of the hour.
- Is the correct travel authorization attached?
- Do dates and location on travel authorization match dates and locations of expenses?
- Has expense report been submitted within 60 days from the completion of the trip?
If not, deny expense report and work with traveler to submit expenses via Payroll's Taxable Travel Process.
- Is the funding source being used appropriate for the expenditures?
- Are included justifications appropriate?

Per Diem

- If per diem has been claimed, is traveler eligible to claim per diem?
Does overnight travel exist? If no, traveler is not eligible for meal per diem.
- Have appropriate expense types (D–Meals Out of State Dept/Rtn for first and last day of travel or D–Meals Out of State Full Day for all other days) been used?
- Have meals been deducted that were provided to the traveler (i.e. at a conference)?
- Have meal per diems been increased beyond allowable per diem rates established by the General Services Administration?
Note, if rate has been increased, this will show as an exception to the approver under the Exceptions and Risks display in the Summary section on the expense report during the approval process.

Mileage

- Has the correct expense type (D–Mileage Standard or D–Mileage Reduced Rate) been used to calculate the mileage rate?
- If traveler left from or returned directly to residence on a normal workday, have commuter miles been deducted?

Lodging

- Was traveler more than 50 miles from residence and away for more than 12 hours to meet lodging eligibility requirements?
- Is receipt attached and viewable?
- Does receipt show itemized charges, payment method, and \$0.00 due?
- Does lodging receipt include non–allowable charges such as room service, movie charges, or meals charged to room?
- Is rate reasonable compared to the General Services Administration rates?
As a rule of thumb, any rate exceeding the GSA rate by more than 50% should be questioned. Rates can be reviewed at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Did lodging occur at a hotel/motel that offers lodging to the general public?
Condos, apartments, tents, RV's etc are not allowed.

- Has a service provider, such as AirBnB, HomeAway, VRBO, etc been used for lodging when these providers are prohibited for domestic travel?
If yes, approved exception request from the University System Office and Office of Planning & Budgets should be attached.

Airfare

- Is receipt (confirmations are not acceptable) attached and is it viewable?
- Does receipt show payment and \$0.00 due?
- Was airfare direct billed to UGA?
- If direct billed, does employee have expense logged with ticket number referenced and payment type changed to UGA on the expense line referencing airfare?
- Was the proper class (no First Class, no Delta One) purchased?
Business Class is only allowable for international flights and flights to Hawaii and Alaska when flight is 12 hours or more.
- Have non-allowable reserved or priority seating charges been included?
- Have non-allowable charges for upgrades or airline memberships been included?
- Have baggage fees been limited to 1 bag?
Anything over 1 requires business explanation on the expense report.

Rental Car

- Is receipt attached and is it viewable?
- Was the mandatory contract provider (Hertz) used?
If no, renting outside the mandatory statewide contract requires an approved waiver from the Department of Administrative Services on form SPD-NI005. Travelers should complete the form (found on the Department of Administrative Services website) and submit to the Chief Procurement Officer for UGA for submission to seek waiver.
- Were optional fuel offerings (that should have been declined by the traveler) included on the invoice?
- Was the car an allowable size (compact, intermediate or full size)?
- Was rental insurance purchased?
For domestic rentals, liability and Loss Damage and Collision Damage should have been declined as traveler is covered by State's policy.

Other Ground Transport

- Are receipts attached for ground transport of \$25 or more?
- Are tips limited to not exceed 20%?

Miscellaneous Expenses

Are receipts attached for self parking (valet not allowed when self service is available) of \$25 or more?
Are moving citations (non-reimbursable) or parking citations (non-reimbursable) included on expense report?

Employee Paid for Travel Expenses for Someone Else

- If employee has paid travel expenses for another employee or non-employee, have proper expense types (*D-Group Trav Pd By Emp For Emp or D-Group Trav By Emp For Non Em*) been utilized?
- Are participant names and how much of the amount should be reported to each individual in the Group Attendees section of the expense report?

Responsibility for appropriate audit, approval, and reimbursement of travel expense statements is vested in all persons with official approval and/or processing authority. Faculty and staff should maintain the highest ethical standards and should keep in mind their responsibilities as responsible stewards of University funds. The UGA Travel Policy provides guidance on items such as travel authorization, lodging, rental cars, airfare, mileage rates, per diem, submitting receipts, and much more. The policy is available [here](#).