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***.
- 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***.

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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/