**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**

- 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**

- $0.625 per mile for automobile
- $0.18 per mile if personal car is not determined to be most advantageous form of travel by your unit.

**AIRFARE**

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

**Finance & Administration**

**Accounts Payable**

**UNIVERSITY OF GEORGIA**

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/](https://policies.uga.edu/Travel/Employee-Travel-Effective-January-1-2015-Present/)