**Taxable Travel Reimbursements**

**Current State:**

Below is a summary of the current process:

1. Traveler submits travel expense reimbursement request in Financials (even if known to be over 60 days).
2. Expense report is reviewed in workflow and approved by HR Supervisor and Expense Manager.
3. Accounts Payable receives the expense report, reviews, and denies the report back to the traveler.
4. Traveler notifies Expense Manager of denial and the need to process as a taxable reimbursement.
5. Expense Manager completes current Taxable Travel Expense form and sends via email a request to Payroll with the denied expense report number for processing as taxable payment.

**New Procedure:**

Effective July 1, 2020, to eliminate the need to process a taxable travel reimbursement request in two systems, departments will submit taxable travel reimbursements directly to Payroll via email with the updated [Taxable Travel Expense form](#).

Updates to the Taxable Travel Expense form include:

- Addition of Department ID, allowing Payroll to track reimbursements and provide Chief Business Officers info for targeted training,
- Ability to pay taxable travel reimbursements on a separate combo code from salary, providing departments with flexibility and allowing Payroll to set up the reimbursement as a separate check from payroll, avoiding proration of salary/benefits,
- Inclusion of attestation that expenses are allowable and correct and that all parties involved understand tax implications, and
- Collection of approvals of HR Supervisor and Expense Manager.

The new process is:

1. Traveler or delegate identifies reimbursement is aged beyond 60 day allowance and contacts Expense Manager to begin taxable reimbursement process.
2. Expense Manager reviews receipts and completes new Taxable Travel Expense form.
3. Traveler and HR Supervisor sign [Taxable Travel Expense form](#), and Expense Manager submits completed form (without receipts) to Payroll at Payroll@uga.edu. **Please note:** the initiating department should retain a copy of form and receipts for audit purposes.