II. General Guidelines

2. Lodging

Employees traveling more than 50 miles from their home/office/headquarters may be reimbursed for lodging with overnight travel. Lodging claims must be documented by receipts and at a business that offers lodging to the general public (i.e. hotel or motel and not a private residence). Employees are responsible for ensuring the most reasonable rates are obtained. Deluxe hotels and motels should be avoided. Be sure to present Hotel/Motel Tax Form for lodging within the State of Georgia.

3. Receipts

Receipts are required for the following:
- Air, Lodging, and Rental Cars
- Conference Registration Fees
- Any charges over $25

III. Travel Regulations

Board of Regents Travel Policy
State Travel Regulations

Helpful Websites Referenced

Direct Purchase Payment Voucher Form (Cash Advance Request)

Travel Reimbursement Form

Federal Per Diem
http://gsa.gov/portal/category/21287

Enterprise

MapQuest
http://www.mapquest.com/directions

Board of Regents Travel Policy
http://www.usg.edu/policymanual/section7/C466

State Travel Regulations

Pocket Guide for Travel

Helpful Information for Employees

Accounts Payable: 229-391-4869

Web: http://www.abac.edu/more/business-operations
I. Travel and Processes and Forms

Processes and Forms
- Travel Authorization
- Cash Advance Request
- Travel Expense Statement

Time Frames for Form Submission
- Advance Registrations: 10-30 days prior to registration deadline
- Travel Authorizations: 5 days
- Cash Advances: 10 days prior to trip start date

Travel Authorizations
Complete prior to Trip
All overnight and out-of-state travel requires a Travel Authorization, which is an estimate of the money needed for the trip. Requires Manager Approval or Department Approval.
Trip Information must include:
- Purpose of trip
- Specific names of events to be attended

Cash Advances
A direct purchase payment voucher form must be completed and approved with supporting documentation attached to receive a cash advance for travel.

Travel Expense Reimbursement
Travel Reimbursement forms, for “out of pocket” expenses, should be submitted for payment processing within 45 days of trip completion. Reimbursement will be processed within ten business days of the fully approved and documented travel reimbursement form receipts in Accounts Payable. Reimbursement will be by College check mailed to the employee’s home address.

II. General Guidelines

1. Daily Per Diem

Meal Expenses – No Overnight Travel in GA
Employees who travel more than 50 miles from home or headquarters on a work assignment, and are away for more than 12 hours may receive 75% of the total day’s per diem rate when there is no overnight lodging. State per diem rates: $28 for Georgia, $36 for Georgia high cost areas. 75% of these amounts would be $21 for non-high cost areas and $27 for high cost areas. Receipts are not required for meals and taxes/tips should be included in the price of the meal.

Meal Expenses with Overnight Travel – General
Employees traveling overnight may be reimbursed for the daily cost of meals within the maximum limits established in the BOR policy. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of 3 meals per day for all other than the day of departure and the day of return. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel.

Meal Expenses – Travel Outside of GA
Out-of-state meal per diems follow the appropriate GSA per diem rates. These rates include both the cost of meals and incidental expenses. Rates can be located at: http://www.gsa.gov/perdiem
Travelers are only eligible for 75% of the per diem rate on the day of departure and return.

Meals Included in Conference Registrations
Meals included as part of the cost of a conference registration, etc., should not be considered eligible in the calculation of per diem. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal.

II. General Guidelines

4. Transportation

Mileage
When the determination is made that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the appropriate rate as set forth by the State Accounting Office and the Office of Planning and Budgets. Travel occurring Monday-Friday and not originating from headquarters should have the employee’s normal commute miles from residence to headquarters deducted.

Rental Cars
Enterprise for in-state and National for out-of-state
Please Note that insurance is included in contracted rates. In an accident while driving a rental car? Call Risk Management 1-877-656-7475.

Airfare
Travelers should obtain the lowest available airfare which may include use of the internet, a travel agency, or airline services. Penalty or non-refundable fares should be used whenever feasible. If a refundable ticket is used, the difference in the cost of the flight should not exceed $150. Lower cost flights should be chosen within 2 hours before/after preferred flight time when it saves $200.00 or more roundtrip.
Connecting flight should be chosen over non-stop flights when the connection doesn’t add more than 2 hours to the travel time and the connection saves $200 or more.
In the event there is a charge for checked luggage, the College will reimburse 1 piece of luggage.