

University of Georgia - College of Education
COE POLICY-1 TRAVEL

BACKGROUND: Several significant changes to the UGA Travel Policy have been revised with an effective date of *October 1, 2006*.

All travel on or after October 1 must comply with these new regulations.

POLICY:

- A Request for Authority To Travel on Official University Business must be completed and approved by the Dean and Accounts Payable before traveling (for out-of-state travel *only*) See:
https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_entry.cfm?CFID=129918&CFTOKEN=20343552
- Expenditures for hotel that exceed over 25% of the allowable daily rate for the particular city will require a justification letter from the traveler, signed by the department head and the dean. See:
http://www.coe.uga.edu/adfaculty/business/forms/coe_travel_letter.pdf
- Meal reimbursements for *out-of-state* are either handled as “per diem” or as “actual costs” for the particular city in that state. If *any* meal exceeds the per diem rate, a letter of justification is required. See:
http://www.coe.uga.edu/adfaculty/business/forms/coe_travel_letter.pdf
Per diems will comply with federal per diem rates *less the \$3 incidentals allowance*. Meal receipts are not required.
See: <http://www.gsa.gov/perdiem>

Breakdown by each meal can be found at <http://www.gsa.gov/mie>

- *NOTE: If the destination is not listed on the per diem website you should claim the “CONUS” reimbursement of \$60 per day for lodging and \$39 per day for meals.* If expenditures exceed the limit the letter of justification (above link) must accompany the Travel Expense Statement.
- Meal reimbursements for foreign travel can be claimed as per diem or actual costs for the particular area without limitations on *each meal* as long as the daily total is within the maximum daily limit.
- In-state travel limits the traveler to \$135 per day for lodging and meals. Meal allowances for high cost areas (DeKalb, Fulton, Gwinnett, Cobb, Chatham & Glynn counties) are limited to \$36 per day for meals; all other areas are limited to \$28 per day for meals. If expenditures exceed the limit a letter of justification must accompany the Travel Expense Statement. See
<http://www.coe.uga.edu/adfaculty/business/forms/instatejustification.pdf>

- Employees traveling *in-state* must present a *tax exemption form* to the hotel to exempt county and/or municipal excise tax; otherwise, the traveler will not be reimbursed for the taxes.
http://www.busfin.uga.edu/forms/excise_exempt.pdf.
- Mileage: Determination of business miles traveled has been revised to require a reduction for “normal commuting miles” in certain situations (see 3.2 of the UGA travel policy)
<http://askuga.uga.edu/default.asp?id=863&Lang=1&SID>
- The Travel Expense Statement Form has been revised for travel on or after October 1, 2006 & can be found at
http://www.busfin.uga.edu/forms/travel_expense.pdf
- The UGA Travel policy is found here:
<http://askuga.uga.edu/default.asp?id=863&Lang=1&SID>
- Departments may choose to enforce stricter travel regulations (e.g. reimbursing meals for “actual costs” rather than “per diem”)

LAST REVISION: JANUARY 11, 2007