

GENERAL GUIDELINES *(continued)*

RECEIPTS

Original, itemized receipts should include name and address of vendor, date of service, description of goods or services, and amount paid for each individual item. Receipts are required for the following regardless of amount:

- Airline fares
- Hotel expenses
- Rental car expenses
- Registration Fees
- Passport/Visa fees —for official business

Receipts are required for all items including the following::

- Parking and highway tolls
- Gasoline purchased for rental vehicles
- Taxi fares, shuttles, mass transit tickets Checked/Excess baggage fees
- Laundry or Dry-Cleaning after seven consecutive days of travel

INCIDENTALS – Incidental expenses are reimbursed separately. The traveler must state the type of tip being reimbursed, i.e., porter tips, bell hop, hotel housekeeping etc.

- Tips for Meals are included in per diem amount.

CONFERENCES

- Traveler may not claim meal per diem allowance if the meal is included in registration fee paid by the University.
- If provided by Conference, hotel, or meeting, the **following are considered as meals**: breakfast, lunch, dinner, banquets, and receptions unless noted on expense report **not sufficient as to constitute a meal**.
- If reimbursement is requested for a provided meal, a meal receipt must be submitted with the expense report as well as written justification signed by traveler and departmental approval authority.
- Traveler must **submit conference agenda with expense report** and supporting documentation.
- **Lodging location** determines meal per diem allowance.

INTERNATIONAL TRAVEL

- Must be approved by the President, and the Provost for faculty members.
- Itemized hotel receipt indicating traveler's name and zero balance is required to be submitted with expense report.
- Meal per diems for international travel are based on rates provided by the US Department of State and are available on the Travel Services website link.
 - Includes allowed incidentals
- Claimed expenses must be converted to US dollars and exchange rate documented. Currency Conversion may be accessed at www.oanda.com/currency/converter.



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HELPFUL WEBSITE LINKS FOR TRAVEL REGULATIONS

SSU Travel Services Website:
www.savannahstate.edu/fiscal-affairs/universitytravel.shtml

Board of Regents Travel Policy: www.usg.edu/business_procedures_manual/section4

State Travel Regulations:
www.sao.georgia.gov/state-travel-policy

Training Information: www.savannahstate.edu/fiscal-affairs/documents/Travel_Training_Guide-2015.pdf

Note: SAO Travel Policy is subject to revision and the Travel Services website should be referenced for current information. This pocket guide serves as a quick reference only and is not intended to be inclusive of all SAO, BOR, and institutional travel policies. Policy included in this Pocket Guide is based on 7/1/2017 revision. BOR Business Procedures Manual indicates employee State of Georgia travel regulations are to be applied to non-employee and student travel, unless otherwise stated.

POCKET GUIDE FOR TRAVEL

HELPFUL INFORMATION FOR EMPLOYEES



Division of Business and Finance

I. TRAVEL PROCESSES AND FORMS

PROCESSES AND FORMS

- All forms can be found at <http://www.savannahstate.edu/fiscal-affairs/comptroller-forms.shtml>
- Travel Authorization - Employee/Cash Advance Request
- Hotel Exemption Form (Local Excise/Occupancy Tax) In-State Hotel/Motel Tax Exemption Exception Form for **Georgia**
- Sales & Use Tax Exemption Form for **Georgia**
- Domestic Travel Expense Statement
- International Travel Expense Statement
- American Express Travel Card Overview & Application
- Non-Employee/Student Travel Reimbursement Form
- Statewide Travel Regulations
- Hotel Motel Tax Exemption Form for **Florida**
- Car Cost Comparison (Cost Effective Transportation)

CASH ADVANCES

- Travel advance request should be submitted no more than 30 business days but no less than 7-10 business days prior to date of departure of trip.
- Minimum advance request amount must be over \$100.
- Cash advance must be **reconciled within 5 business days** of last date of travel via submission of employee expense report.
- Payment of unused cash advance funds should be presented to SSU for deposit at Cashier's Window.
- If trip is cancelled, funds must be returned within 2 business days.
- Outstanding cash advance should be reconciled before another is issued.
- Employees who make over \$50,000 are not eligible to receive a cash advance.

REGISTRATIONS (Prepaid)

Registrations (If not utilizing a Pcard) – submit Check Request or Requisition registration form 10-30 days in advance of payment deadline.

TRAVEL AUTHORIZATIONS

- Employee is **required to receive authorization** for official business travel from the department head, dean, or other designee **prior to departure**.
- Travel Authorization Form should include:
 - Employee name, ADP number, department name
 - Purpose of trip including destination City/State
 - Dates of travel and estimated costs
 - Funding account /SPEEDTYPE
 - Signature of approval authority over travel funds
- Travel Authorization number must be submitted to contracted travel agency when booking airfare ticket.

EXPENSE REPORT REIMBURSEMENT

- Travel expense reports are required to be submitted for approval ideally within 10 days but **no later than 45 days after the last date of travel**.
- Travel reimbursements will be via Direct Deposit(i.e. EFT)
- **Reports submitted after 60 days** from the last date of travel will not be reimbursed.

For the purpose of this requirement, 'submitted' is defined as submitted to the Comptroller's Office with all required signatures.

2. GENERAL GUIDELINES

MEAL PER DIEMS

- **Overnight** - Travelers are eligible for 75% reimbursement of total per diem rate on first and last day of travel requiring an overnight stay if no meal is provided. Days other than first/last day are reimbursable at 100% per diem allowance. When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration.
- **Non-overnight** stay (single day) trips greater than 12 hours and more than 50 miles from residence and primary work station may receive up to full day per diem allowance if no meal is provided.

Per Diem allowance is based on the Federal Per Diem rate, EXCEPT while traveling within the State of Georgia. The per diem rate In-State is \$28.00 per day except for 'high cost counties' of **Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond** counties, where the per diem rate is \$36.00. Per Diem meal breakdown is:

- Breakfast \$6.00, Lunch \$7.00, Dinner \$15.00 (\$28.00 Standard GA)
- Breakfast \$7.00, Lunch \$9.00, Dinner \$20.00 (\$36.00 High Cost GA)

To determine the per diem for destinations outside the State of Georgia refer to the Federal Per Diem website and deduct \$5.00 per day.

Meal per diem allowances are inclusive of food cost, applicable tax, and gratuity.

Please note that the "Incidental" portion of per diem limits must be claimed separately on expense report and identified by nature of expense. Meal tips do not qualify as an incidental expense.

Meal(s) provided by a conference, hotel, meeting, or any other source is not eligible for reimbursement. Meals are inclusive of breakfast, lunch, dinner, banquet, or reception (if sufficient to constitute a meal).

Copy of conference agenda document must accompany the traveler's expense report for meal reimbursement consideration.

TRANSPORTATION

- Travelers **must use University fleet (Motor Pool)** vehicle if available.
- If University fleet vehicle is not available, **determine and use most economical alternative means of travel** (comparison of airfare, personal vehicle, rental car, etc.)
- Traveler must use the **Car Cost Comparison** tool on the DOAS Website for use of personal vehicle. Print and submit with travel authorization approval.
 - <http://ssl.doas.state.ga.us/vehcostcomp/>

AIRFARE

Airfare can be booked through contracted travel agents with approved TA:

- Call and get an estimate for TA, add at least \$100 for market flux
- **Summit Cruise and Travel** - Maria - 912-961-0979 (\$20 fee)
- **Four Seasons Travel** – 912-598-8000 or Toll Free 800-447-4484 (\$40 fee)

Becky – Ext. 202

Margaret – Ext 204

- Justification required for flight changes.
- Travelers fly **coach class or cheaper** and purchase non-refundable tickets.
- Receipts are required for all baggage fees.
- If traveler chooses to purchase airfare, he/she may be reimbursed post travel through submission of expense report. Airfare ticket proof of purchase with travel itinerary must be included.

GENERAL GUIDELINES (continued)

RENTAL CARS

- **In-State Contract** Submit Motor Pool Vehicle Request at https://simba.savannahstate.edu/forms/transportation/reservation_request.aspx, if a pooled vehicle is not available, a rental will be reserved for you. (Enterprise & Hertz)
- **Out of State Contract** Submit a Requisition in eProcurement, once that has been approved, a rental will be reserved for you. (Hertz)
- Decline fuel option offering.
- Insurance is included in State contract rates.
- Car should be returned to rental site with original equivalent quantity of fuel to reduce cost.
- Submit paid in full / zero balance receipt for reimbursement. Economy, compact, or intermediate class of cars are allowed. The State liability policy is only in effect while the employee is using the rented vehicle for official State business.
- **Personal use of the vehicle**, including allowing friends or family members to ride, **is prohibited**. Passengers being transported in a fleet vehicle or car rental under State contract must have an official State business relationship.

MILEAGE

- Statewide travel regulations require that the most cost advantageous method of travel be used by employees traveling on official state business.
- If personal vehicle used within a 50 mile radius, Tier 1 mileage rate may be reimbursed
- Traveler may receive Tier 2 mileage rate for reimbursement if traveling outside of a 50 mile radius from the University. Employee must deduct daily commute miles if leaving from or returning to residence rather than primary work station.
- Commute mileage deduction does not apply to weekend or holiday travel dates and for employees with no office on campus.
- Commute mileage does not need to be deducted when traveling to and from the airport.

LODGING

- Employee must travel more than 50 miles from home office, headquarters and residence in order to be reimbursed for lodging expenses.
- Employee should make the reservation in advance, incurring minimum costs; avoid "deluxe" hotels, and obtain corporate or government rates whenever possible.
- Employees cannot obtain a cash advance to pay any lodging expenses.
- State and local government officials and employees traveling within the state of Georgia and Florida on official business are **exempt** from paying the **county or municipal excise tax on lodging** ("hotel/motel" or "occupancy" tax) as well as the **Georgia state tax**. Employee must submit a copy of the tax exempt form(s) to the hotel at check-in.
 - Employee may access the Hotel/Motel Tax Exemption Form and the Sales & Use Tax Exemption Form on the Business and Financial Affairs Forms website.
 - Employee must submit a zero balance invoice in the name of traveler for reimbursement consideration.
 - Expense report **must reflect break out of hotel charges** on separate lines for lodging, internet, parking, etc.
 - Lodging facility must be a business that offers lodging to general public and not a private residence.