

SPIA In-State Travel Guidelines

Includes all of Georgia and cities within 50 miles of the state borders (list of cities on follows)

In-State Travel Request form:

- The completed form, including department head's signature, should be submitted to the Business Office no later than **3 business days prior to travel**.
- If travel includes lodging make sure to provide the hotel with the completed Hotel Excise Tax Exempt (link) and Georgia Sales Tax Exemption forms (link) when you check in. UGA will not reimburse for these taxes if paid.
- In order to receive meal reimbursement travel must be more than 50 miles from Athens and exceed 12 hours.
- The first and last day of travel meal costs are reimbursed at 75% of the per diem.
- [Per diem information](#)
- [Current mileage rate](#)
- If travel occurs on a normal work day and you leave and/or return home instead of campus, remember to deduct your normal commute mileage.
- It is expected that all faculty and staff ensure travel costs are reasonable and the best use of university funds.
- Departmental business office must be made aware of any deviation from travel authority **prior** to traveling.
- Discuss any special circumstances with the departmental business office prior to travel for approval of exceptions to travel policies.

Travel Expense Statement:

- Do not include expense for any one besides yourself on the TES. If you have covered an expense for another person, work with the Business Office for reimbursements.
- The completed TES should be completed and submitted with **original** receipts within **2 weeks** of returning for travel.
- The State Accounting Office requires that all requests for reimbursement filed in excess of forty-five (45) days after completion of the trip must be accompanied by a letter or justification.
- Requests filed for reimbursement in excess of sixty (60) days after completion of the trip will be included on the IRS form W2 as **taxable income**.
- Lodging receipts must have a zero balance.
- When recording lodging expenses, list any expense outside of the room cost in miscellaneous section of the TES
- Meals being reimbursed with per diem do not require a receipt. **If you are providing a meal for you and someone else you must keep this receipt and file it separately from the TES.**
- If you must exceed the per diem rate, please make sure to include a justification on the TES.

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Cities within 50 miles of the Georgia border. These locations can be treated as instate travel.

<u>Alabama</u>	<u>Florida</u>	<u>North Carolina</u>	<u>South Carolina</u>	<u>Tennessee</u>
Abbeville	Amelia Island	Brevard	Abbeville	Allen
Anniston	Callahan	Bryson City	Aiken	Athens
Ashford	Chipley	Cherokee	Anderson	Chattanooga
Ashland	Crawfordville	Fletcher	Barnwell	Cleveland
Auburn	Eddy	Franklin	Beaufort	Copperhill
Dadeville	Fernandina Beach	Hayesville	Clemson	Dayton
Dothan	Graceville	Murphy	Easley	Etowah
Eufaula	Havana	Otto	Edgefield	Jasper
Fort Payne	Hilliard	Robbinsville	Estill	Manchester
Gadsden	Jacksonville		Fairfax	Winchester
Hartford	Jasper		Greenville	
Hurtsboro	Lake City		Hilton Head	
Jacksonville	Madison		Seabrook	
Lafayette	Malone		Seneca	
Midway	Marianna		Walhalla	
Opelika	Monticello		Westminster	
Oxford	Ponte Vedra		Yemassee	
Phenix City	Quincy			
Roanoke	Suwanee River			
Scottsboro	Tallahassee			
Seale	Yulee			
Tuskegee	Waldo			
	Wakulla			
	White Springs			

*Meal per diem rates utilized for these locations should be the rates for the actual location, not the Georgia instate meal per diem rates



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