[*Out-of-State Travel Authority Form*](http://www.busfin.uga.edu/accounts_payable/travel_forms.html):

* Include an itemized estimate of transportation costs.
* Make sure to note on travel authority if airfare is to be direct billed.
* The first and last day of travel meal costs are reimbursed at 75% of the per diem.
* [Domestic per diem information](http://www.gsa.gov/portal/content/104877)
* [International per diem information](http://www.busfin.uga.edu/accounts_payable/perdiem_meal_foreign.html)
* [Current mileage rate](http://www.busfin.uga.edu/accounts_payable/mileage_reimburse.html)
* 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*](http://www.busfin.uga.edu/accounts_payable/travel_forms.html):

* 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.
* Airfare and can be reimbursed prior to travel. A second TES should be submitted after returning for other expenses.