

# SPIA Travel Guidelines

## In-State, Out-of-State and International Travel

### General Travel Guidelines

- Faculty and staff should use the SPIA Travel Request Form to complete pre-travel information [SPIA Travel Request Form](#) for *all* in-state, out-of-state, and international travel. This includes travel in which the expenses are being covered by other organizations.
- Travel requests forms should be submitted no later than **2 weeks prior to in-state and out-of-state travel and 1 month prior to international travel**. If you are unable to meet this timeline, please provide a justification for the delay in submitting the request.
- Include an itemized listing of all transportation costs on the Travel Request Form.
- Make sure to note on Travel Request form if airfare is to be direct billed.
- A copy of your responses to the SPIA Travel Request Form will be emailed to you and should be kept for your records.
- Make sure lodging expenses do not exceed 25% above per diem. Any exceptions must have prior approval.
- Lodging receipts must have a zero balance.
- Any meals provided by other individuals/organizations (e.g., meals included in a conference) should be deducted from the per diem for the day.
- [In-state per diem information](#)
- [Out-of-state per diem information](#)
- [International per diem information](#)
- [Current mileage rate](#) (i.e., for personal car)
- SPIA will reimburse for economy flights on domestic flights. For international flights, SPIA will reimburse up to premium economy provided premium economy is no more than 50% above the base price of the economy ticket on the same flight. (To illustrate: the base price of an economy ticket = \$600. To be reimbursed, the additional cost of the premium economy ticket on that same flight may not exceed \$300). Unless an employee has documentation of a medical condition from a licensed medical practitioner, employees are to cover any cost for a ticket that is above the cost for economy class for domestic flights, and above the cost of premium economy class for international flights.
- 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.
- Any expense that is not directly related to official UGA business is not reimbursable.

### In-State Travel

- [SPIA Travel Request Form](#) for in-state travel should be submitted at least 2 weeks prior to travel. If you are unable to meet this timeline, please provide a justification for the delay in submitting the request.
- Includes all of Georgia and cities within 50 miles of the state borders (cities included with in-state travel).
- In order to receive meal reimbursement, travel must be more than 50 miles from Athens and the travel time/time away from Athens must exceed 12 hours.
- If travel includes lodging make sure to provide the hotel with the completed Hotel Excise Tax Exempt form when you check in. UGA will not reimburse state taxes for in-state lodging.
- Expenses associated with Air BnB, VRBO, or similar services (rental of private residence) may not be reimbursed for domestic travel.
- Employees traveling overnight in-state receive 100% reimbursement on the first and last day of travel, less any provided meals. For example, if the per diem rate allows a \$28 total reimbursement, the traveler would receive a full daily reimbursement amount. If lunch was provided at a conference, the total allowable reimbursement for that day would be \$21 (\$28 less \$7 lunch).
- [In-state per diem information](#)
- [Current mileage rate](#) (i.e., for personal car)

### Out-of-State Travel

- [SPIA Travel Request Form](#) should be submitted no later than 2 weeks prior to out-of-state travel. If you are unable to meet this timeline, please provide a justification for the delay in submitting the request.
- SPIA will reimburse for economy flights on domestic flights. Unless an employee has documentation of a medical condition from a licensed medical practitioner, employees are to cover any cost for a higher priced ticket
- Expenses associated with Air BnB, VRBO, or similar services (rental of private residence) may not be reimbursed for domestic travel.
- [Out-of-state per diem information](#)
- [Current mileage rate](#) (i.e., for personal car)
- The first and last day of travel meal costs are reimbursed at 75% of the per diem for out-of-state travel.

### International Travel

- [SPIA Travel Request Form](#) should be submitted no later than 1 month prior to international travel. If you are unable to meet this timeline, please provide a justification for the delay in submitting the request.
- All international travel must be registered with OIE **before you travel**. You will receive an email with the link to register once your travel authority has been submitted.
- For international flights, SPIA will reimburse up to premium economy provided premium economy is no more than 50% above the base price of the economy ticket

- on the same flight. (To illustrate: the base price of an economy ticket = \$600. To be reimbursed, the additional cost of the premium economy ticket on that same flight may not exceed \$300). Unless an employee has documentation of a medical condition from a licensed medical practitioner, employees are to cover any cost for a ticket that is above the cost of premium economy class for international flights.
- [International per diem information](#)
  - [Current mileage rate](#) (i.e., for personal car)
  - The first and last day of travel meal costs are reimbursed at 75% of the per diem for international travel.

### Travel Expense Statement (TES)

- Do not include expenses for any one besides yourself on the TES. If you have covered an UGA business travel expense for another person, work with your departmental business office for reimbursements.
- The completed TES should be submitted with **original receipts within 2 weeks** of returning from 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**.
- When recording lodging expenses, list any expense outside of the room cost in the miscellaneous section of the TES. This includes internet fees, parking, etc.
- If you are accompanied by a non-UGA employee, you should not include any expenses associated with the non-UGA employee.
- Meals being reimbursed with per diem do not require a receipt.
- If you had a business meal with another person during travel, and you are seeking reimbursement for that person's meal, do not include the meal on your travel expense statement. This meal should be submitted as a separate entertainment reimbursement (include yourself on the [entertainment form](#)).
- Airfare and registration can be reimbursed prior to travel. A second TES should be submitted after returning from travel in order to be reimbursed for other expenses.
- 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.