

SPIA Travel Guidelines

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

General Travel Guidelines

- Faculty, staff, and student employees must submit a [OneSource Travel Authorization Form](#) for all out-of-state and international travel. Non-employee students must submit a [Non-Employee Authorization Form](#).
- The above travel request form should be submitted no later than **2 weeks prior to 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 known, expected costs on the OneSource Travel Authorization Form.
- Make sure to note on the travel authorization form if airfare is to be direct billed.
- 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.
- SPIA Business Team member Lacey Botsford (laceyb@uga.edu) must be made aware of any deviation from travel authority **prior** to traveling.
- Discuss any special circumstances with Lacey Botsford **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

- 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 in-state 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

- A [OneSource Travel Authorization Form](#) or [Non-Employee Travel Authorization 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

- A [OneSource Travel Authorization Form](#) or [Non-Employee Travel Authorization Form](#) should be submitted no later than 2 weeks 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 the Office of Global Engagement (<http://oie.uga.edu/international-travel-authority/>) **before you travel**. You will receive an email with the link to register once your OneSource 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 Report (TER)

- After you travel, you must submit a [Travel Expense Report](#) (TER). You will need to sign-in with your MYID in order to complete the TER. On the [TER webpage](#), click “Create Expense Report” to complete the report.
- The completed Travel Expense Report should be submitted with uploaded **scans of the original receipts within 2 weeks** of returning from travel, or withholding taxes will be applied.
- 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.
- Do not include expenses for any one besides yourself on the TER. If you have covered a UGA business travel expense for another person, please consult Lacey Botsford (laceyb@uga.edu) for reimbursements.
- 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 TER. 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 TER should be submitted after returning from travel in order to be reimbursed for other expenses.
- If travel occurs on a normal workday and you leave and/or return home instead of campus, remember to deduct your normal commute mileage.