

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.
- The above travel request form should be submitted no later than **2 weeks prior to out-of-state travel**. No Travel Authorization is required for in-State travel.
- Include a summarized listing of all known, expected costs on the OneSource Travel Authorization Form. Utilize only domestic OR international lines. Do not add lines.
- Make sure to note on the travel authorization form if airfare is to be direct billed (via a travel agency).
- Any meals provided by other individuals/organizations (e.g., meals included in a conference) should be deducted from the per diem for the day.
- Any expense that is not directly related to official UGA business is not reimbursable.
- Airfare and registration can be reimbursed prior to travel. A second Expense Report 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.

In-State Travel

- Includes all of Georgia and cities within 50 miles of the state borders.
- To receive meal reimbursement, travel must be overnight.
- 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 local or State taxes for in-state lodging.
- Expenses associated with Air BnB, VRBO, or similar services (rental of private residence) are unallowable for in-State travel.
- Employees traveling overnight in-state receive 75% reimbursement on the first and last day of travel, less any provided meals. For example, if the per diem rate allows a \$50 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 \$36 (\$50 less \$14 lunch).
- [In-state per diem information](#)
- [Current mileage rate](#) (i.e., for personal car)

Out-of-State Travel

- A [OneSource Travel Authorization Form](#) should be submitted no later than 2 weeks prior to out-of-state travel.
- 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. Unnecessary expenses, such as seat selection, are not reimbursable for domestic flights.
- 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

- All international travel must be registered with the Office of Global Engagement (<http://oie.uga.edu/international-travel-authority/>) **before you complete your OneSource travel authorization.**
- A [OneSource Travel Authorization Form](#) should be submitted no later than 2 weeks prior to international travel.
- 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.

Expense Report

- After you travel, you must submit an [Expense Report](#) in OneSource.
- The completed Expense Report should be submitted with uploaded **scans of the original receipts within 60 days of travel completion or else reimbursement will be subject to tax withholding.**
- If you have paid for expenses for another UGA employee or business-related non-employee, use the “Group Travel” expense types and associate the costs between yourself and the other employee(s) using the “Attendees” feature. This does not charge accounts differently; it only associates the payment with the traveler for reporting purposes. Costs associated with non-business-related non-employees are not eligible for reimbursement.
- When recording lodging expenses, list any expense outside of the room as a miscellaneous travel expense type, e.g. internet fees, parking.
- Standard meals should be reimbursed via per diem, which does not require a receipt.
- Business meals (F-entertainment) require a completed [entertainment form](#) and may only be reimbursed via certain funds.