TRAVEL AUTHORTIES

OUT-OF-STATE

Currently, each department has internal processes in place to determine whether the department head is in support of the proposed travel. Each department should apply appropriate discretion and sound judgment as to what internal screening processes are necessary before a traveler initiates an electronic Travel Authority (TA) through the E-Travel system. The former guidelines regarding travel (presenting at a conference, on the board of the organization…etc.) no longer apply. Vice President Wilson supports each department providing one annual professional development opportunity per staff member as the department’s operating budget will allow. Also, please note that ALL TAs for out-of-state travel, defined as travel beyond 50 miles of the Georgia border, (even those associated with no charge for the travel) must be initiated and approved through the E-Travel system. This is required for DOAS insurance purposes (to be sure our employees are covered if traveling for business), as well as for internal monitoring purposes (if absent from campus, employee must either turn in a leave form or have an approved TA).

Many departments have procedures where there is a review of the educational quality of an opportunity BEFORE an employee submits the proposal to the associated conference. This is an excellent way to be sure our image in our respective areas of focus remains intact. The goal of the electronic review process is not to curtail or discourage vettig at the departmental level. The procedures outlined are designed strictly to streamline the process required for TA approval at the OVPSA level. It is also important to note this system allows the subsequent E-Check request for travel reimbursement to be linked to the E-Travel TA created for the travel.

TA’s should be prepared with the most accurate figures available to the traveler. These estimates directly impact the ability of the Division to allocate monies to other travelers and we rely heavily on the accuracy of the TA totals during this process. Every effort should be made to plan for the most economical mode of transportation, parking and lodging, while not compromising personal safety. The travel estimate worksheet attached is a useful tool for compiling accurate figures for travel plans.

IN-STATE

In-state TA’s are not required by Accounts Payable (A/P) to encumber funds or to reimburse expenses. However, the Division’s policy remains in effect requiring any employee traveling in-state or to areas within 50 miles of the Georgia border to complete the Student Affairs In-State TA and route via email through the same approval path used for the E-Travel system. Once the travel is approved at the OVPSA level, a notification will be sent to all in the approval path via email.

PER DIEM

Student Affairs has implemented the policy not to reimburse travelers for actual meal expenses. Due to the very limited resources available for professional development travel, and to maintain consistency across the Division, travelers should be reimbursed strictly using per diem rates. Additionally, travelers will not receive a per diem for a meal when there is a meal provided by the conference attended. Travelers must attach a copy of the conference schedule when submitting a check request for reimbursement.
TRAVEL AUTHORITY & CONFERENCE DATES

The electronic travel authority dates should include all dates of anticipated travel, not only business days away from the office. Dates on the TA must match dates on the travel expense statement and check request. Although A/P allows flexibility in this area, departments should not approve a check request which includes travel dates outside of the original TA without OVPSA authorization. All efforts must be made to travel on the start and end dates of business travel unless personal travel/annual leave is planned. If travel occurs on day(s) before and after the business travel dates, travelers will be responsible for costs of the extra day(s), to include per diem and hotel. Exceptions (due to flight schedules and conference start/end times) will be made only if approved by the Business Manager for OVPSA in advance of making the flight arrangements. Requests for exceptions should be emailed to the Business Manager for OVPSA prior to submission of TA. If dates change after the TA is submitted and approved, the traveler must request and receive approval from OVPSA for revision of the original TA.

MILEAGE

Employees must use the DOAS mileage comparison tool http://ssl.doas.state.ga.us/vehcostcomp/ to determine the most advantageous means of transportation. If a state vehicle is available, this will most always be the best option. If not, please utilize the appropriate travel method when driving to your destination. If a personal vehicle is chosen when a rental vehicle is the most advantageous, the mileage reimbursement will be at the lower rate, currently .235/mile. Normal commute miles should be deducted from trips that do not originate and return to campus on regular scheduled work days.

When mileage reimbursement is requested, please include a printed copy of MapQuest/Google Maps with to/from destination. If commute miles are deducted, please include a printed copy of that distance as well. Although this is not an A/P requirement, this is an audit necessity. When requests are audited, this documentation is requested to substantiate mileage claims. Therefore, it’s in the department/division’s best interest to be proactive to ensure appropriate mileage is claimed and documentation is in place. Check requests which do not have these documents attached will be returned to the originating department/individual for correction and re-submission.

Please consider using Groome transportation as an alternative to driving to ATL airport and incurring parking and mileage. Each office can establish their own Groome account and have these charges direct billed to the University, if desired.

LODGING

It is no longer required for travelers to provide justification if lodging per diem limits are exceeded. Employees are encouraged to make every effort to choose the most economical, yet safe lodging available.

UGA Travel policy limits reimbursement of parking at hotels to self-parking rates. The only occasion that valet parking will be reimbursed is when it is the only option offered by the hotel. If the traveler chooses valet and self-parking is available, the reimbursement will be limited to the self-park rate.

IN-STATE

It is the traveler's responsibility to present hotel/motel exemption certificates at check-in when lodging in the state of Georgia http://www.busfin.uga.edu/forms/excise_exempt.pdf. If a traveler pays hotel/motel excise tax, they will not be reimbursed per State of Georgia policy.
UGA Travel policy:  [www.policies.uga.edu/FA/nodes/view/456/travel](http://www.policies.uga.edu/FA/nodes/view/456/travel)