

Division of Student Affairs Employee Travel Policies & Procedures

TRAVEL AUTHORITIES & BUDGETS

An approved travel authorization (TA), created in the UGA Financial Management System, is required for all employee travel regardless of location outside of Athens. 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 a TA.

The Division of Student Affairs supports each department providing one annual professional development opportunity per staff member as the department's operating budget will allow. A travel budget allocation of \$2,000 per full-time employee will be allocated by the OVPSA to all full-time, non-admin positions funded with state funds. Departments funded with Auxiliary Funds, Departmental Sales and Service, and Student Activity Fee Funds should use those funds for professional development. The budget for those funding sources will also be set at \$2,000 per full-time, non-admin employee. Additional funds needed for employee travel within a department must be reallocated from other areas within a departmental budget. For guidance on this, please reach out to the Director for Finance within the OVPSA.

TA's should be prepared with the most accurate figures available to the traveler. 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 located on the OVPSA website is a useful tool for compiling accurate figures for travel plans.

DATES OF TRAVEL

The travel authority dates should include all dates of anticipated travel, not only business days away from the office. **All efforts must be made to travel on the conference start and end dates 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 for extra days (due to flight schedules and conference start/end times) will be made if approved by the employee supervisor and departmental expense manager in advance of creating the travel authority and finalizing arrangements.

PER DIEMS

Student Affairs follows the UGA Employee Travel Policy in regards to per diems for meals. Employees traveling in-state are not allowed to request per diems unless they are utilizing overnight lodging. In-state per diems are established by the State of Georgia Accounting Office and are published in the UGA Employee Travel Policy. Out-of-state meal per diems are provided by the GSA.

MILEAGE

Employees must use the DOAS mileage comparison tool <http://ssl.doas.state.ga.us/vehcostcomp/> to determine the most advantageous means of transportation when driving a vehicle. If a state vehicle is available, this will most likely 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 or state vehicle is the most advantageous, the mileage reimbursement will be at the lower rate, currently .22/mile. Normal

commute miles should be deducted from trips that do not originate and return to campus on regular scheduled work days.

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

LODGING & HOTEL PARKING

Employees are encouraged to make every effort to choose the most economical, yet safe lodging available. Airbnb, VRBO, ByOwner, and any other providers of private residences for short term rental are not considered commercial lodging facilities and should not be used while traveling domestically.

The UGA Employee 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.

ADDITIONAL GUIDELINES FOR IN-STATE LODGING

It is the traveler's responsibility to present hotel/motel exemption certificates at check-in when lodging in the state of Georgia. This form is located at https://busfin3.busfin.uga.edu/accounts_payable/excise_exempt.pdf. If a traveler pays hotel/motel excise tax, they will not be reimbursed per State of Georgia policy.

Per the Transportation Funding Act of 2015, hotels in the state of Georgia must charge a \$5.00 per room per night hotel tax to travelers. This tax is not exempted for state employees.

UGA RESOURCES FOR EMPLOYEE TRAVEL

For a list of resources regarding employee travel, please visit: https://busfin.uga.edu/accounts_payable/travel/