Meal Allowances – General

Reimbursement will not generally be allowed for travel within a 50-mile radius of employee’s home or headquarters. Exceptions may be made for those employees that are responsible for coordinating or hosting a Georgia Tech sponsored event, but these must be approved by the Senior Director of Business Services prior to the event. Please see Travel Policy 6.14 for additional information.

Meal Allowances – Within the State of Georgia

Reimbursement will be according to State per diem rates: $28 per full travel day within the state of Georgia and $36 for Georgia high cost counties. Receipts are not required for meals and taxes/tips should be included in the price of the meal. Group meals should be submitted on an Employee Payment Request Form.

Meal Allowances – Outside of Georgia

Reimbursement will be according to the Federal Per Diem Rate (DOD) established by the Department of Defense. Receipts are not required for meals and taxes/tips should be included in the price of the meal. Meals that are provided to conference attendees cannot be claimed as a reimbursable expense. On partial days of travel, the employee will be reimbursed 75% of the Federal per diem rate (DOD) on the 1st and last day of travel.

Meal Allowances-1 Day Trips

Meal per diems for 1-day trips (no lodging) will be calculated at 75% of the Federal per diem rate (DOD), but business trip must be 12+ hours and more than 50 miles from home and GT office.

International Travel

Receipts in foreign currency must be converted to U.S. dollars. Reimbursement for meals is limited to the federal per diem rate (DOD) minus incidentals for each city visited. First and business class airfare will be reimbursed through the Institute using Foundation or GTRC funds if unit Foundation or GTRC funds are available. To ensure compliance with international export control regulations, the Export Control Questionnaire must be completed as part of the travel authorization process.

Travel Reservations

Travel Incorporated – GT’s Contracted Agency

Travel Incorporated is a full service travel agency that serves Georgia Tech for business travel. They are the only travel agency authorized to directly bill the Institute for business related airfare tickets. Complete procedures are available on the Georgia Tech Travel website. Employees must be approved for direct billing prior to using the travel agency by setting up an e-profile and completing a Request for Direct Billing Form to book airfare. Employees may also use the Concur web-booking tool link on the Travel Section of the Business Services website.

Georgia Tech’s Authorized Travel Agency:

Travel Incorporated

770-291-5190 (phone)
877-548-2996 (toll free)
www.travelinc.com

January 2014
TechWorks T&E System

All travel authorization and employee reimbursements will be entered and approved through the TechWorks Travel & Expense System.

Travel Authorization

Authorization to travel should be obtained prior to the first day of travel from the employee’s department head or designated official. The dean, director, vice-president and department heads travel must be approved by their supervisor (or delegate). Approval for all other unit employees may be delegated to the unit’s financial manager.

Approval for routine in-state travel may be granted verbally or in writing and should be maintained in the department files. For non-routine in-state and all out-of-state travel, a Travel Authority must be completed and approved.

Travel Expense Reimbursements

The head of the campus unit (or delegate) is to approve all expenses submitted. Authorized preparers may enter authorization and expense details; however travelers must go into the TechWorks T&E System and electronically confirm their own expense reimbursement requests. If receipts are not available for items less than $25, a detailed description is required.

Ground Transportation

The mode of transportation will be left to the discretion of the department head (or designated official) authorizing the travel. Reimbursement will be authorized for the most economical mode of transportation consistent with the purpose of the travel. Shuttle service, taxi or public transport fees may be reimbursed when incurred in connection with transportation to and from airport or meeting places. A point-to-point explanation must be given for each claimed expense.

Air Transportation

Georgia Tech has contract rates with Delta Airlines. Discounts range from 2-30% depending upon the destination. Discounts are only available through Travel Incorporated (by agent or web booking). Employees should always seek the most economical airfare rate that meets their scheduling needs. In most cases, non-refundable coach fares purchased 21 days in advance provide the best price.

Reimbursement is limited to coach fare unless: (1) space is not otherwise available or (2) a licensed medical practitioner certifies that specific arrangements are required.

Documentation must be maintained in departmental files.

The passenger receipt must be presented with the Expense Statement in all instances. Travel agency transaction fees and baggage fees are fully reimbursable in connection with Institute air travel. Tickets may be purchased through the contracted travel agency, Travel Incorporated. Tickets may be direct-billed to Georgia Tech or reimbursed after the trip along with other trip related expenses.

Private Vehicle / Parking

Reimbursement for the use of a personal vehicle is at the rate provided by state law. Georgia Tech reimburses for mileage based on the actual official mileage traveled. Effective 1/1/2014, the reimbursement rate is 56.0 cents per mile.

When a private vehicle is authorized for out-of-state travel reimbursement for mileage cannot exceed the minimum standard air carrier rate unless there is a justifiable reason. Meals and lodging en route to the destination may not be claimed for reimbursement during the period the traveler would not be en route if they were traveling by air.

The departure point for weekend or holiday travel is the employee’s point of departure. During the normal work week, the departure point is the traveler’s residence or headquarters, whichever is nearer the destination.

Normal one-way commuting miles from home to Georgia Tech headquarters must be deducted for travel on Monday through Friday.

For toll and parking expense reimbursement requests, a description must be provided.

Rental Vehicle

Contract Codes Hertz # 2018737 , Enterprise #03W1179

The State of Georgia has rental car contracts with Hertz and Enterprise. Visit the GT Travel website for links to state negotiated contracts. Rental of luxury vehicles is not permitted. CDW and LDW insurance is included in the contract rates.

In addition to rental fees, reimbursement will be made for gasoline (original receipts must be presented), tolls and parking (receipts or explanation presented). A paid, itemized receipt must be submitted for rental car reimbursement.

Lodging

Deluxe hotels should be avoided. Reimbursement will not generally be allowed or within a 20 miles radius of the employee’s home or headquarters. Reasonable expenses for porters and baggage handling are reimbursable. When traveling within the state of Georgia on official business, the traveler is exempt from county and municipal excise tax.

Copies of the Tax Exemption Form are available on the GT Travel website and must be presented to the hotel at the time of check-in.

Payment for hotel expenses will be made in the form of reimbursement to the traveler and cannot be paid directly to the hotel. Reimbursement for in-room movies, mini-bar, or fitness center charges is unallowable.

Registration / Conference Fees

Payment for registration may be in one of three ways: (1) pre-paid using the PCard, (2) paid by the traveler and reimbursed or (3) pre-paid using the AP Payment Request Form attach a completed registration form).

Employee Program Advances and Group Meals / Travel

The Employee Payment Request Form is used to request program advances for participant research and Study Abroad. It is also used for student group travel and group meal events and reimbursement of hotel room deposits prior to the trip.