**Meal Allowances**

Reimbursement for out of state meals will be made based upon the Federal Per Diem Rate (DOD) for each city visited. Meals on the 1st and last day of travel are reimbursed at 75% of the full day rate, regardless of the time of trip departure/arrival.

Meals within the state of Georgia must follow the State of Georgia per diem rates: $28 per full travel day in low cost areas and $36 for high cost areas, including Atlanta & Savannah.

**Registration / Conference Fees**

Registration fees required for participation in conventions or conferences must be supported by a paid receipt. Payment for registration may be made in one of three ways: (1) prepaid via the PCard by the sponsoring campus unit, (2) paid by the guest/visitor and reimbursed, or (3) paid using the Check Request Form. The registration form copy must be submitted with the payment request.

**International Travel**

Receipts in foreign currency must be converted to U.S. dollars. First and Business class airfare will not be reimbursed through the Institute unless specifically permitted in writing by the sponsored agreement or if Foundation funds are used. International Business class airfare is allowable using State funds only if the nonstop flight exceeds 10 hours. An Export Control Questionnaire must be completed prior to travel (page 2 of the Travel Authorization for Non-employees Form).

**IRS Reporting Requirements**

Reimbursable expenses associated with official guest and visitor travel are not reportable to the IRS if original receipts are provided and expenses comply with the Institute Travel Policy. Travel reimbursement to non-U.S. citizens may be considered taxable income. A business purpose showing Georgia Tech as the primary beneficiary is required.

**Consultant and Independent Contractors**

Consultants will be paid for travel expenses only if specified in the Georgia Tech contract or Purchase Order. All travel expenses will be reported as income on IRS form 1099-misc, for all payees where a 1099 is required. Original receipts should be maintained by the consultant or independent contractor.

Please see Pocket Travel Guide for Consultants and Independent Contractors for more information.

**General Visitor Information**

General information regarding campus can be found at:

http://www.gatech.edu/visitors/

A map of the Georgia Tech campus can be found at:

http://gtalumni.org/map/
Official Guests and Visitors

Official guests and visitors are defined as those individuals that are invited to the Georgia Institute of Technology as faculty, staff or student candidates or visitors.

Students and Prospective Students

Georgia Tech’s GRAs, GTAs and other students that are on payroll should follow the Institute travel regulations for employees. Travel authorization and expense reimbursement for employees is done via the TechWorks Travel & Expense System.

Business Purpose of Travel

A business purpose must be provided with each payment request. Family/spouse travel associated with interview activity may be reimbursed for faculty/staff candidates if approved by the campus sponsor and if a Georgia Tech Foundation account is used.

Required Receipts & Documentation

Travel expenses should be documented on a Travel Expense Statement Form. Original itemized receipts are required for lodging, rental cars, registration fees and reimbursement for supplies, gas, telecommunications expenses, for any expenses over $25. Receipts are not required for meal reimbursement.

Travel Related Forms

The Vendor Profile Form, Travel Authority Form for Non-Employees and Travel Expense Statement can be found at:

http://www.procurement.gatech.edu/travel_forms.php

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 travel. Shuttle service, taxi or public transport fees may be reimbursed when incurred in connection with common carrier transportation to and from airport or meeting places. A point-to-point explanation must be given for each claimed expense.

Air Transportation

Use of the GT airfare contract is restricted to tickets booked through Travel Incorporated using either the direct billing process (see below) or by use of the visitor’s personal credit card. A Travel Authorization for Non-Employee Form must be approved prior to booking the ticket. Visit this link to review Section 6.0-Travel in the P&P Manual for additional information:

http://admin-fin.gatech.edu/business/index.php

Reimbursement is limited to coach fare unless: (1) space is not otherwise available as documented by the travel agency or (2) a licensed medical practitioner certifies that specific arrangements are required. Documentation must be maintained in departmental files.

The paid passenger receipt or e-itinerary must be provided for reimbursement. Travel agency transaction fees and baggage fees are fully reimbursable in connection with Institute travel.

Travel Agent for Airfare Direct Billing

Travel Incorporated is a full service travel agency that serves the Georgia Institute of Technology for all business travel. They are the only travel agency authorized to directly bill the Institute for business related airfare tickets. Non-employee TA Forms must be sent to Accounts Payable for pre-approval prior to booking any ticket that will be directly billed to the Institute. Contact Travel Incorporated at 770-291-5190 or 877-548-2996. You can also visit them online at www.travelinc.com.

Private Vehicle / Parking

Reimbursement for the use of a personal vehicle is at the mileage rate provided by federal law. Effective 1/1/2014, the reimbursement rate is 56.0 cents per mile. Parking is reimbursable with a receipt or detailed business purpose.

Rental Vehicle

Rental transportation may be authorized by the sponsoring department head. In addition to rental fees, reimbursement will be made for gasoline (original receipts must be presented), tolls (receipts or explanation must be presented) and parking (receipts or explanation must be presented).

Lodging

Direct billing of lodging must be authorized and booked by the sponsoring department. The hotel invoice should be submitted on a AP Payment Request Form or as an approved invoice including the business purpose of the visit.

A list of hotels approved for direct billing to Georgia Tech can be found on the GT Travel section of the website. Charges for in-room movies, mini-bars and health club fees are not reimbursable. Reasonable expenses for porters, baggage handling, parking and Wi-Fi are reimbursable.