TRAVEL POLICIES AND PROCEDURES FOR T&E ADMINISTRATORS

PRESENTED BY
SHARON JACKSON
LIZ MARSHALL

August 2014
Welcome: Introductions

- Your Name
- Department
- What responsibilities do you have related to the travel process?
- Do you have a ‘role’ in the T&E System?
Travel & Employee Reimbursement Team

Sharon Jackson, Director  894-0348
Liz Marshall, T&E Supervisor  894-5375

Travel Team
Pre-payment auditing/approval
Direct billing of airfare
Non-employee travel

Imaging/WebNow
System access
Document imaging
T&E linking to images

Crystal Melvin
Rojauna McPherson
Richard Franco

Annette Ross
Karla Gibson
Agenda

- Travel Overview
- Travel Authorization Process
- Expense Reimbursement Process
- Foreign Travel
- Employee Payment Request Form
- Travel Reimbursement for Non-Employees
- Travel Resources / Tools
Travel Overview
GT’s Travel Regulations

- IRS Accountable Plan rules for Reimbursable Travel Expenses:
  - Travelers must comply with GT travel regulations.
  - Reimbursements must be submitted within a timely manner. After this time, reimbursements may be denied and/or may be considered taxable income.
  - Receipts are required for all expenses $25 and over, except meals. Receipts for expenses less than $25 are optional, but a description of the expense and date is required.
  - Taxable income reported through Payroll: spouse and family travel, first class domestic airfare, airline membership club dues, etc.
Travel at Georgia Tech

- FY2014 Travel Expenses were $26 million
- Travel Regulation Authority
  - Board of Regents
  - State of Georgia
- State of Georgia publishes an audit report of all employee travel expenses which is available on www.open.georgia.gov

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Salary</th>
<th>Travel</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABARR, CAROL</td>
<td>TEMPORARY PROFESSION</td>
<td>$14,666.63</td>
<td>$2,011.29</td>
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<td>$0.00</td>
<td>CLAYTON STATE UNIVE</td>
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</tbody>
</table>

- Travel regulations for sponsor-funded travel are the same as those for state-funded travel.
- Employee travel expenses cannot be processed via the P-card or Petty Cash
T&E System
Employee Travel and Reimbursement
Georgia Tech’s T&E System

Active Employees on Payroll (including student employees) automatically have access to system. Training is not required.

TECHWORKS

- BuzzMart
  - Access BuzzMart
  - BuzzMart Training Resources
- Travel & Expense Reimbursements
  - Access GT Travel & Expense
  - Worklist for Approvers
  - T&E Training Resources
  - Employee Travel & Reimbursement Policies

Georgia Tech Travel and Expense Reimbursement

Travel Authorization
- Create New Travel Auth
- Employee Take Action on Pending Travel Auth
- Cancel Approved Travel Auth
- Delete Pending Travel Auth
- View All Status/Modify Travel Auth

Expense Report
- Create New Expense Report
- Employee Take Action on Pending Expense Report
- Delete Pending Expense Report
- View All Status/Modify Expense Report
Travel & Expense Administrators are responsible for maintaining the following roles within their department. Each department should have at least one primary T&E Administrator.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>• Identify supervisor of Dean/Director/Department Head</td>
</tr>
<tr>
<td></td>
<td>• Identify employees requiring Supervisor Approval</td>
</tr>
<tr>
<td></td>
<td>• Specify default Project ID</td>
</tr>
<tr>
<td>Delegate</td>
<td>• Identify Delegate(s) for an Approver</td>
</tr>
<tr>
<td></td>
<td>• Indicate period of time employee is authorized to serve as delegate</td>
</tr>
<tr>
<td></td>
<td>• Specify email notification status for Delegate</td>
</tr>
<tr>
<td>Financial Approver</td>
<td>• Identify Funding Approval Workgroup</td>
</tr>
<tr>
<td>Preparer</td>
<td>• Identify employees for whom specified Preparer is authorized to submit travel authorizations and expense reports</td>
</tr>
<tr>
<td></td>
<td>• Specify default Project ID</td>
</tr>
<tr>
<td></td>
<td>• Allow up to 2 business days for activation</td>
</tr>
</tbody>
</table>
Approver Responsibilities

Approvers Certify:

• Appropriateness of expenditure and reasonableness of the amount; availability of funds; completeness and accuracy of documentation.

• Review scanned receipts (Expense Report only).

• Approve or return (with comments).

• The Traveler or Preparer must make any necessary changes to project number, amount, and expense category.
# Approver Worklist

## Work List Filters:

<table>
<thead>
<tr>
<th>Worklist</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
</tr>
</thead>
</table>
Travel Authorization

WORKFLOW

Traveler / Preparer Completes TA through T&E System

Approver for Each Dept Reviews /Approves
- Supervisor
- Financial approver

Traveler Makes Reservations and Travels
Travel Authorization

- Must be approved prior to first day of trip.

- TA is not required for routine travel within the state.

- If the TA was not completed prior to the first day of travel, a paper TA form must be completed, approved, and submitted with the barcode Expense Report at the time of reimbursement.

- If the Expense Report was copied from a system TA, there is no need to print a copy of the TA to submit with the Expense Report.
Personal/vacation days taken in conjunction with an official GT trip should be noted in the ‘Detailed Trip Description’ field
Expense Reimbursement
Expense Reimbursement Process

1. Traveler / Preparer Completes Expense Report and Scans Receipts
2. Approver for Each Department Reviews Receipts and Expenses, Electronic Approval
3. Travel Team Audits and Approves Expense Report and Processes EFT to Employee
 Expense Report: Online Form

Remember to ‘Copy from the Travel Auth’, for all out-of-state Expense Reports to pre-populate key fields and ensure compliance.
How to Find Travel Locations

Search by city name-state
- Example:
  Detroit-Michigan  Orlando-Florida

CLICK on for advanced search
Meal Allowances
Meal Allowances

- The T&E System automatically loads the per diem meal amount based on location of lodging.

- Within State of Georgia: $36/day Chatham, Cobb, Fulton, Dekalb, Glynn and Richmond counties

Other Georgia locations: $28/day

- Tips are included in meal allowance.

- Meal receipts are not required.

- If meals are provided by conference, or paid for by a sponsor/host, employee must deduct that meal from the daily per diem.
Meal Per Diems Based on Hotel Location

• Per diem allowances are calculated based on the last business location of the travel day
  
  – For overnight travel, the calculation is based on the location of lodging for each night of travel. For the final return date, the meal per diem is based on the location of the prior night’s lodging.

• Example:
  
  – Atlanta-Los Angeles-Palm Springs (with lodging in Palm Springs). All allowable meal per diem amounts are calculated using the Palm Springs location
Meals: Travel with Overnight Lodging

- Travelers will receive 75% of allowable per diem on day of departure and return, regardless of the time of day that traveler departed/returned.

- Meals provided by a sponsor or conference should be deducted or reduced, as appropriate.

- The allowable meal calculation is automated within the T&E System and allows for the exception associated with partial trip reimbursement for “continuous” trips
  - Back-to-back trips, study abroad, extended research
Meal Calculation Within T&E

The 75% allowance for first and last day is automatically calculated, based on trip dates. Time of day for departure/return is no longer required.

Individual days can be removed, or locations or amounts changed, as appropriate.
Meal Calculation for Extended Trips

For partial expense claim for a trip that extends more than a month, click the ‘Partial Trip Reimbursement’ box to disable the edit that requires a 1st and/or last day claim.

Then, unclick the checkbox on the daily meal line, where appropriate, to remove the 1st and/or last day deduction.
Meals: One-Day Trips

• Travelers will receive 100% of the allowable per diem if:
  – Length of travel is 4+ hours more than their regular work schedule and
  – Travel is 50+ miles from home or headquarters and
  – There is no overnight lodging expense
Meals Per Diem Warning Notice

- This warning appears if the ‘Partial Trip’ checkbox is checked.
- Travelers click ‘OK’ to confirm compliance with 75% rule.
Lodging
Lodging

- Original, itemized, ‘paid’ receipt required
- Luxury accommodations should be avoided, unless it is a conference site with justification for cost savings.
- State employees exempt from local excise tax in Georgia.
  - Occupancy tax, local, city, but **NOT** state sales tax.
  - Laundry/valet services are reimbursable for trips that exceed 7 consecutive nights of business travel.
Lodging

- Hotel property name (for domestic travel) and daily rate must be entered for each day. If the hotel name and/or rate remain the same, use ‘copy’ and ‘paste’ for quick entry.

<table>
<thead>
<tr>
<th>75% 1st/Last Day</th>
<th>Date</th>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Allowable Per Diem</th>
<th>Hotel</th>
<th>Hotel Daily Rate</th>
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<td>HILTON</td>
<td>$129.99</td>
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<td>$36.00</td>
<td>$65.00</td>
<td>HILTON</td>
<td>$129.99</td>
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<tr>
<td>☑</td>
<td>07/01/2012</td>
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<td>$13.50</td>
<td>$27.00</td>
<td>$49.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trips with Lodging, but no Meals

- The T&E System requires an amount for at least one of the meals for the 1st and last day, if you claim anything on the meals and lodging tab.

Reporting Options:

1. Check the “Partial Trip Reimbursement” checkbox on the Employee Info tab, and that will override the requirement for a 1st/Last day on the Meals & Lodging tab. Then, go to the ‘Meals and Lodging’ tab and uncheck the 1st/Last day checkboxes, and blank out the amounts.

2. Claim $.01 for one of the meals on the 1st and last days.
Local Meals/Lodging

- Local Conferences
  Employees will not be reimbursed for meals OR lodging within 50 miles of home and GT headquarters, except under special circumstances:

  - Professional Education course instructor or GT primary coordinator of conference
  - Must be pre-approved prior to stay (www.admin-fin.gatech.edu/business) procedure 6.14
  - Send email request with event details to Frans Barends, Sr. Director, Business Services
Transportation
Receipts less than $25 are not required, but the description must include point-to-point details.
Rental Car Contracts

- **Hertz** has the state contract for all out-of-state airports, and Hartsfield Atlanta

- In-state, travelers can use **Enterprise or Hertz**

- CDW/LDW liability insurance is included

- **Hertz** Gold Plus membership match for travelers that have Exec Elite status with Enterprise

- If the state contracts do not meet your travelers needs (pricing or vehicle availability), document reason for selection of alternate vendor and make sure that CDW/LDW insurance is selected
Rental Car Contracts

Reservations can be made via phone, web, or through Travel Incorporated, but must be made using the CDP/contract # referenced below:

<table>
<thead>
<tr>
<th>Rental Location</th>
<th>Contract Vendor/CDP#</th>
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</thead>
<tbody>
<tr>
<td>Georgia*</td>
<td>Hertz (2018737) and Enterprise (03W1179)</td>
</tr>
<tr>
<td>Atlanta Hartsfield-Jackson Airport</td>
<td>Hertz (2018737)</td>
</tr>
<tr>
<td>All Out-of-State Airports</td>
<td></td>
</tr>
</tbody>
</table>

*All rentals that initiate in Georgia can be used in surrounding states

Presentation with benefits, pricing information and instructions for making reservations is posted on the Procurement and Business Services Travel page.
Rental vs. Personal Car

Insurance Considerations for domestic travel:
The DOAS (State of Georgia) Auto Physical Damage Agreement does not provide coverage to an employee’s personal vehicle

- Caution: If you use your own personal vehicle to conduct Institute business and your vehicle sustains damage, the cost to repair the damage to your vehicle is not an allowable expense reimbursable by the Institute. Therefore, if a vehicle is needed to conduct Institute business, it is recommended that you either use an Institute vehicle or rent a vehicle off the statewide car rental contract.

- State rental car contracts include the collision damage and loss damage waiver coverage.

- Gas is not reimbursable when personal car is used—the mileage allowance is designed to cover gas and maintenance
Personal Car Mileage

- Mileage reimbursement rate mandated by State of Georgia Legislation.
  - Mileage rate .56/mile
  - Mileage is calculated from home/headquarters (whichever is closer to destination) on regular work days, regardless of time of day traveled.

M-F Claim max of 12-15 miles to airport, Weekends/Holiday—actual mileage
### Personal Mileage Tab

Personal vehicle mileage for official GT business. Use ‘Deduct Personal Use’ for one-way commute on regular work days (M-F) and to record mileage for personal use. BARCODE page must be submitted regardless if there are no receipts.

#### Jackson, Sharon Love

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>From</th>
<th>To</th>
<th>Points Visited</th>
<th>Total Daily Mile</th>
<th>Deduct Personal Use</th>
<th>State Use</th>
<th>Rate</th>
<th>Amount</th>
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<tbody>
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<td>Home</td>
<td>Airport</td>
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<td>41</td>
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<td></td>
<td>$0.5650</td>
<td>$23.17</td>
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<tr>
<td>02/13/2013</td>
<td>EDMILE</td>
<td>Airport</td>
<td>Home</td>
<td>41 30</td>
<td>11</td>
<td>$0.5650</td>
<td></td>
<td>$0.5650</td>
<td>$5.22</td>
</tr>
</tbody>
</table>

- Current mileage rate based on date
- On-campus mileage is not reimbursable
- Deduct commuting miles on regular Monday-Friday work days
- Mileage rate authorized by SAO-Georgia, not IRS/GSA
5 MINUTE BREAK
Travel Incorporated
GT’s Contracted Travel Agency

Key Service Benefits
• Access to all GT and State of Georgia contracts
• Only agency authorized for direct billing of airfare
• Traveler locator report in case of emergency, incident, disaster
• Identification of unused e-tickets for credit
• Hotel discount program
• Department travel management services to provide custom reports and enhance best travel practices

Traditional Agent Services
• 770-291-5190
• Dedicated GT agents
• 8:30 a.m. - 5:30 p.m. M-F
• After hours support available 1-877-548-2996 (toll free)

Web Booking: Concur
• Secure access
• Available 24 / 7
• Support agents are available to coach you through the reservation tool
Traveler locator reports are available for all reservations booked through Travel Inc. In the event of an international/domestic incident or weather emergency your organization will be notified.
Travel Airfare

- GT special Delta contract rates available through Travel Incorporated and Concur (2%-30%).
- New AirTran/Southwest 10% discount program
- Airfare should be lowest cost that meets traveler’s scheduling requirements.
- Reimbursed after the trip on an expense report if traveler used a personal credit card, otherwise travelers can direct bill the airfare.
Travel Airfare-Class of Service

Coach fare is required for domestic flights

Business class airfare is allowable for international travel, if Foundation/GTRC funds are used. State funds can be used for overseas non-stop flights of 10+ hours.

<table>
<thead>
<tr>
<th>Trip Details</th>
<th>Accounting Detail</th>
<th>Estimated Expenses</th>
<th>Inti Questionnaire</th>
<th>Summary/Submit</th>
</tr>
</thead>
</table>

A Travel Authorization (TA) is required for all out of state travel. The TA must be approved prior to the first day of travel. Use the 'Copy an Existing Travel Auth' function for repetitive trips to the same destination.

<table>
<thead>
<tr>
<th>Copy an Existing Travel Auth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Auth ID</td>
</tr>
<tr>
<td>Travel Auth Status</td>
</tr>
<tr>
<td>Campus Reference #</td>
</tr>
<tr>
<td>Date Prepared</td>
</tr>
</tbody>
</table>

**Traveler ID**: 86748
**Preparer ID**: sj27
**Business Purpose**: Conference/Seminar
**Return Date**: 04/14/2014
**Primary Destination City**: ROME-Italy

Optional Short Description: Present paper at international tax compliance conference. Request RT business class airfare for Delta flight from Atlanta to Rome.

GT Per Diem Amt: $131.00
Reservations

- **Employees:**
  - Web Booking tool – Concur
  - Call agent - Use personal credit card or direct bill
    - Set up e-profile
    - Recurring Request for Direct Billing form to AP
    - Traveler must provide campus reference number, business purpose and PeopleSoft project number to agent

- **Non-employees:**
  - Call Travel Inc. at 770-291-5190 for flight info & record locator
  - Request for Single-Trip Direct Billing Forms are sent directly to Travel Inc, using the email attachment process and formatting the email subject line as specified.
  - Travel Inc will send the e-itinerary to the traveler and department travel arranger.
  - Travel Inc will send a copy of the request form to the AP Travel Team electronically and it will be automatically indexed and stored in Campus unit reserves airfare through Travel Inc. and confirms that ticket has been booked.
Concur Web Booking

Benefits

• All Delta, AirTran and SouthWest special pricing agreements
• Rental car contracts with Hertz and Enterprise
• Special contract pricing agreements with hotels and map feature to find hotels close to meeting destination
• ‘Duty of Care’ traveler locator service
• Travel arranger can make reservations on behalf of traveler
• Reduced transaction fee of $9.50
• Employee can use personal credit card or directly bill airfare
• Ability to make templates for recurring itineraries and clone colleague itineraries
Travel Agency Fee Reporting

- Employees will have to separately claim all travel agency transaction fees if traveler used a personal credit card.

- This will be reported automatically for employees that directly bill their airfare through Travel Incorporated or Concur.

- Non-employees will not have to break out the agency fee separately on the paper TES.

### Airfare Purchased

Airfare purchased by traveler, Airfare directly billed to GT by travel agency (select Airfare Direct). Rental Car (+ gas). Public Transportation, Taxi, Shuttle and Parking.

### Jackson, Sharon Love

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Expense Type</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>10/21/2013</td>
<td>ATHENS-Georgia</td>
<td>EDAIR</td>
<td>Airfare-Paid by Traveler-Dom</td>
<td>DELTA</td>
<td>$107.00</td>
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<td>10/21/2013</td>
<td>ATHENS-Georgia</td>
<td>EDTAFAEE</td>
<td>Travel Agency Fees - Domestic</td>
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<td>9.50</td>
</tr>
</tbody>
</table>
NOTE: Claimed expenses must have expense date in range of trip dates. Otherwise, submit a separate Expense Report.
Off-Site Airport Parking

- Preflight Parking
  - Rates are discounted 35% - business or personal use. Current discount rate is $6.18 for uncovered
  - Free parking voucher offered when you spend $160
  - Guaranteed spot during peak travel periods
  - Use corporate code #1172 when applying at [http://www.preflightparking.com](http://www.preflightparking.com)
### Off-Site Airport Parking

#### The Parking Spot
- Rates are discounted 30% - business or personal use
- Online reservations
- 2 locations on Camp Creek Parkway
- Shuttles every 5-7 minutes

#### Park N’ Fly
- Three locations – Park ‘N Fly, Park ‘N Fly Plus, Park ‘N Go
  - Discounts ranging from 36% -63% - Current rate for uncovered - $5.24 at Park ‘N Go
  - Earn free parking via Frequent Parker Club
  - Hand car wash, auto detailing and baggage check-in at Park ‘N Fly Plus
Foreign Travel
Foreign Travel

International Airfare

- GT special Delta contract (up to 30% off) with Travel Inc.
- Business class airfare is allowable for international travel, if Foundation/GTRC funds are used. State funds can be used for overseas non-stop flights of 10+ hours.

Rental Car Considerations

- Always request all available insurance

  - Foreign Federal Meal Per Diem Rates - DoD
  - Provide Conversion Rates and amount on each receipt submitted (report in US $)
  - Best Practice: Use the Credit Card Statement for accurate currency conversions
Fly America Act

- Government contractors flying on federal sponsored funds must be in compliance with the Fly America Act.

- The Fly America Act mandates the use of U.S. flag air carriers for federally funded international travel for all air travel and cargo transportation. Passenger receipt must be ticketed with U.S. carrier if using a code-sharing partner: Ticket (or documentation for an electronic ticket) must identify the U.S. airline's designator code and flight number.

- See GSA website for policy exceptions.

- Fly America compliant airfares in Concur Web Booking Tool
Foreign Travel & Export Controls

All international trips require completion of an International Questionnaire by the traveler for compliance with export control regulations. This process is automated with the on-line T&E system for all international travel.

- If any answers are ‘Yes’, Legal Affairs will receive an email notification to commence trip review. Legal Affairs requests that the questionnaire be completed 30+ days prior to travel if an export license is required.

Special export controls involving technology include laptop computers and PDA’s if they contain work involving foreign national restrictions or publication restrictions or Technology Control Plans (TCP’s) or proprietary information or specialized encryption software. See OIT’s ‘Clean Laptop’ guidelines.
International Travel Assistance Services

- Provided at no charge from Minnesota Life Insurance
- [www.lifebenefits.com/travel](http://www.lifebenefits.com/travel)
- 1-855-516-5433

- Global Rescue Services:
  - Medical professional locator services
  - Interpreter services (via phone)
  - Security evacuation services
  - Passport/visa information
  - Assistance replacing lost luggage, medication
The Employee Oath

- A Preparer may enter details in the Expense Report, but the Employee must always review and submit:

**Expense Report ID** 0000011200  
**Campus Reference #** 764T014805  
**Expense Report Status** Pending  
**Date Prepared** 08/23/2011

<table>
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**Expense Report Total** $657.50

**Traveler’s Acknowledgement Of Agreement**

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than $1,000 or by imprisonment of not less than one nor more than five years, that the above statements are true and I am eligible for the requested per diem for meals, have incurred the other expenses as described, and the state use mileage as reported in the discharge of my official duties for the state. I certify that purchase was made using personal funds and supports Institute business. Original receipts have been provided, where required, by policy. I have not received nor will seek reimbursement from any other source for any portion of the expense claimed.

*Yes, I have read and agree*
Barcode Expense Report

- The bar code cover sheet Expense Report summary used for submission of receipts has been enhanced to provide additional expense details. This provides a formatted document with detailed expense categories that can be used for external auditors or personal traveler records.

- A section has been added for manual approvals for Expense Reports that were initiated through T&E by an employee that can not complete the submission process due to inactive status. This eliminates the need to re-enter data on the paper TES, for employees that terminate leaving a report in pending status.
Imaging Receipts for T&E

- Place all supporting receipt documentation behind the Barcode Coversheet
- Tape receipts to 8.5 x 11 paper, single sided
- Scan as pdf or tif and send as email attachment to: expense@mail.gatech.edu
- If scan option is not available, fax to 404-894-6565
- 300 dpi minimum setting for scanner/fax machine
  - There should be no color or graphics
- Allow up to 15 minutes for linking of receipts to Expense Report during peak production times
Expense Report Submission
Extension

- Per SAO policy, employees should submit expense reports within 45 calendar days of completion of travel.

- Note: Travelers that receive a GTRC travel advance are required to re-pay that advance within 15 days of trip return.
Cancelling TAS /Expense Reports

T&E Administrators will now have access to Delete Pending T.A.s and Expense Reports.

Remember: If an Expense Report is deleted and the barcode coversheet/receipts have been scanned, send a message to travel.ask and ask that those be deleted, too!
Employee Payment Request Form

BUSINESS / DESCRIPTION OF PURPOSE (REQUIRED FOR ALL PAYMENTS):

REIMBURSEMENT TYPE

REFUND OF FUNDS PAID TO GEORGIA TECH
(Key deposit, BUZZ Card, Parking, Payroll, Bureau Initiated Refunds, STRAP, etc.)

REIMBURSEMENT FOR GROUP MEAL EXPENSE
(Include Food Group Meal Summary Documentation Form and original invoice/receipt.)

PROGRAM ADVANCE/REIMBURSEMENT - FOR PARTICIPANT RESEARCH
(Provide PI name, budget estimate and research dates and appropriate supporting documentation.)

PROGRAM ADVANCE (For study abroad participants. Provide project scope, budget estimate, program dates.)

STUDENT GROUPSPORTS CLUB TRAVEL & REIMBURSABLE EXPENSES (Provide list of attendees and original invoices/receipts.)

HOTEL DEPOSIT REIMBURSEMENT (Paid original receipt and a copy of TA required)

EMPLOYEE NAME: ___________________________  EMPLOYEE ID: ___________________________

Last name, First name  EMP ID Lookup
Employee Payment Request Form

- Use only for specific employee reimbursement requests.
  - Refunds (STRAP, Parking, BuzzCard)
  - Program Advances/Reimbursements (study abroad or research participants, provide detailed documentation)
    - Receipts and Program Advance Reconciliation due within 15 days of trip return or program completion
  - Employee reimbursement of food/group meal expenses (include Food/Group Meal Event Form)
  - Student group travel for employees that personally paid for the student/program expenses
Student Group Travel

Lodging

If the hotel will accept direct billing, submit the contract to Purchasing for signature, then submit the invoice as attachment to the AP Payment Request Form.

If not, an employee can be reimbursed for student group travel expenses via the Employee Payment Request Form.

Transportation

Travel Incorporated can arrange for special group airfare ticketing.

Contact Procurement Officer Michael Little for information regarding bus group transportation options.
Travel for Non-Employees

• Non-employees must follow same travel regulations as Georgia Tech employees
  – Original receipts are required (except meals)
  – Must include business purpose
  – Meal expenses must be reported by day and may not exceed daily state and federal per diem limits
  – Expenses must be submitted on a Travel Expense Statement

• May direct bill airfare and local hotel charges
Direct Billing of Airfare Non-Employees

- Use the Request for Single-Trip Direct Billing of Airfare

- Must be approved by Georgia Tech Travel Team prior to booking airfare with Travel Incorporated. Fax the Travel Team at 404-385-3305.

- Name must match with official government issued ID.
  - Example: Margaret Smith, not Maggie Smith

- 2nd page of Non-Employee TAR is required for all international trips. Student/visitor signature is needed for compliance with export control regulations. If any answer is ‘yes’, Legal Affairs will interview the traveler prior to trip and authorize travel.
Relocation/House Hunting

- Reimbursements to employees are processed through Payroll using Foundation or GTRC funds. In limited cases, state funds can be used.

- Use the Payroll Relocation Reimbursement Expense Request Form

- Refer to the OHR Relocation Policy for more information:
  - OHR Policy 6.16 Relocation Policy for new Faculty, Staff and Researchers.

- Direct payment to a moving company via the Accounts Payable Check Request Form
Meal Per Diem Non-Employee

State of Georgia:

- Atlanta, Savannah: $7 breakfast / $9 lunch / $20 dinner
- All Other Areas: $6 breakfast / $7 lunch / $15 dinner

Outside of Georgia:

- Determine full day allowance from DoD federal per diem lookup on the TES
- GT does not impose max lodging rates

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<th>County and/or Other Defined Location (2)</th>
<th>Seasons (Beg-End)</th>
<th>Max Lodging</th>
<th>Local Meals</th>
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Hotels

- Direct billing for official visitors directly through the hotel. Campus units set up a departmental billing account and must submit each invoice with a purchase order number. Provide name of visitor and business purpose of visit.
  - GT is exempt from Georgia sales tax if Georgia Tech pays the invoice. For visitors, we are responsible for paying local, municipal and optional tax.
  - If the visitor pays and seeks reimbursement, the hotel will charge taxes and the visitor will be reimbursed for the full amount
  - Process payment via the AP Payment Request Form-(one invoice per form)
  - Meals and incidentals should not be billed to GT
Travel Resources
Travel Web Page

The Travel department is responsible for processing travel payments for Georgia Tech.

Streamlined airfare direct billing process for Georgia Tech travelers

Read More

Contacts
- Sharon Jackson
  - Director
  - Phone: 404-894-0348

- Liz Marshall
  - Travel & Expense Supervisor
  - Phone: 404-894-5375

Travel Staff
- Travel Fax
  - 404-385-3305

Questions? e-mail us!
  - travel.ask@business.gatech.edu

Related Links
- FAQs Page
- Policies and Procedures
ImageNow / WebNow System

- Campus Users can view scanned documents:
  - Vendors Invoices
  - Check Request Forms
  - Expense Reports
  - Change Letters
  - Purchase Orders
  - Journal Entries
  - Bursar’s office receipts
  - Employee Payment Request Forms

- WebNow / ImageNow request forms can be found on Procurement’s website
T&E Web Status Inquiry Tool

This tool provides payment status for employee expense reports processed through the T&E system (effective 4/11/2011). For additional details regarding approvals and comments associated with an expense report, log directly into the T&E System in Workdocs or view the text comments added to the Expense Report through the WebNow document imaging system.

For associated direct billing of airfare processed through Travel Incorporated, please check the Vendor Payment Inquiry Tool, using the Campus Reference #:
https://jtbwebapps.gatech.edu/efpprod/imprp/

Contact travel.ask@business.gatech.edu for additional assistance.

Enter ONLY ONE of the search criteria below, then click the SEARCH button to proceed.

- **Expense Report ID**
- **OR**
- **GT Campus Reference**
- **OR**
- **Last Name**
  For partial name searches please use % as the wildcard.  
  i.e. sm% returns all last names beginning with sm
- **OR**
- **Employee ID Number**
  Date Range (Optional)
- **Start Date**
- **End Date**
  Enter Start and/or End date(s).  
  Please use the Calendar or Date Format MM/DD/YYYY

[Search]  [Clear Values]
T&E Web Status Inquiry Tool

- Search by traveler for date range
- Includes Expense Report status and payment info

![Employee Travel and Expense Reimbursement Inquiry](image)

- **Expense Report ID**: 00000006629
- **Campus Reference Number**: 055T009434
- **Expense Description**: Atlanta - NY - Atlanta
- **Employee Name**: [redacted]
- **PS Project Number**: 0D63790000
- **Amount**: $960.95
- **Reimbursement Total**: $960.95
- **Reimbursement Status**: Paid
- **Payment Type**: EFT
- **Payment #: 447141**
- **Date Paid**: 07/06/2011
- **Comments**: FYI - It appears that the rental car expense and rental car gasoline amounts were combined on one line item. $255.93+$23.68=$279.61. Please break out the amounts in future. Thanks. RW 07/06/11
AirPlus Payment Inquiry

- PO/Invoice Payment Inquiry for AirPlus will display the traveler’s name and trip date in the Remit Message box.
Check TA Status / Expense

Search by Dept#, Employee, Report ID, or Status.
Expense Reports in Pending Status

- T&E Administrators are responsible for managing all TAs and Expense Reports in ‘Pending’ Status to ensure timely turn-around.
- Pending status indicates that the traveler must take action and submit.
- Inactive employees may have Expense Reports that remain in pending status. In that case, a paper TES (with associated receipts) must be submitted.
- Returned Expense Reports revert to a ‘Pending’ status and will require re-approval by supervisor and financial approver.
Travel Advances

- Institute Travel Advances – Business Services does not provide employee travel advances.
- GTRC Travel Advances are available to support personnel in the performance of their professional responsibilities.
  - Requests for travel advances are made on the "Request for Travel Advance Form" at http://www.gtrc.gatech.edu/form/TARequest.pdf or contact GTRC at 894-7043.
  - Requests for travel advances should be submitted to GTRC at least three business days before departure.
  - Advances are not available to cover airfare, because airfare can be directly billed through the Institute (Travel Inc.).
Direct Deposit

- EFT via primary bank account (999) set up through Payroll. Any changes must be processed through TechWorks.

- Employees that do not have a valid direct deposit account set up through Payroll/TechWorks will receive a check.
Refund Checks Sent to GT

- Reimbursement from external sponsor
- Returned program advance funds
- All checks related to employee travel and service payments
- must be deposited by Accounts Payable
- Include Campus Reference, Employee ID and Project number or include Barcode coversheet with expense account
- Send to the attention of Brandon Mitchell, mail code 0253
Travel Resources

travel.ask@business.gatech.edu

- Dedicated customer service e-mail address
- Travel policy and procedures
- First step for all T&E issues/questions

http://policies.gatech.edu/travel

- Travel Policies on the web

http://www.procurement.gatech.edu/mm_forms.html

- Travel Forms for non-employees and direct billing of airfare
Questionable Transactions?

- For policy interpretation and review of allowable costs, contact travel.ask@business.gatech.edu

- Internal Auditing reviews reimbursements that present a risk to the Institute or include personal expenses.

- GT ethics hotline 1-866-284-5565 or on the web at www.ethicspoint.com
Other Training Opportunities

COMING SOON

- Travel Concur Web booking and Direct Billing of Airfare
- T&E System web tutorials
- T&E Admin Procedure tutorial (How to set up Preparers, Supervisors, Finance Approvers)
Remember

Please complete the Class Evaluation on OHR’s website to receive credit for this course

Thanks!