Georgia Tech Travel Policy

Highlights of Policy Changes and T&E System Updates

August 2012
The State Accounting Office for Georgia, in cooperation with the Office of Planning and Budget, is authorized to adopt rules and regulations governing travel policy for official state business.

Several policy updates that impact Georgia Tech travelers will be effective in August, with additional updates possible in October.

Enhancements to the T&E system have been made to improve the user experience and automate changes, wherever possible.
New State of Georgia Travel Policy Updates

Effective Date August 6, 2012:

- New 1st/last day meal allowance calculation
- Automated multiple day meal fill-in functionality within T&E system
- New paper TES for non-employees to comply with meal calculation updates
- Business Class airfare using state funds (with limitations)
- Enhanced barcode coversheet with expense detail report for receipt submission
- Expense Report submission extension
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
Meals: One-Day Trips

- For trips that do not include overnight lodging, travelers will receive 75% of the allowable per diem if trip length is 12+ hours \textit{and} travel is more than 50 miles from home or headquarters.
  
  - Example:
    
    - One-Day Trip from GT campus to Macon, 7am-7:15pm
    - 50+ miles from both traveler’s home + GT office
    - Per diem limit = $28 \times 0.75 = $21 \text{ for full day}
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.

Verify per diem amounts for each meal. Deduct meals covered by conference or sponsor. Click to learn about the 75% 1st/Last Day & the Auto-Populate button.

<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>
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<tbody>
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</tbody>
</table>
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.
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
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 $0.01 for one of the meals on the 1st and last days.
Meals Per Diems Warning Notice

- This warning appears when you save the Expense Report and take the oath.
- Travelers can ignore this warning regarding 1st/Last day meal amounts and Click ‘OK’, because it doesn’t apply in this case.
The T&E System has been enhanced to allow users to automatically load a range of travel days to reduce data entry.

Individual days can be removed, or locations or amounts changed, as appropriate.
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.

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<th>Date</th>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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Business Class Airline Travel

- Business class airfare is allowable using state funds for international flights when the portion of the flight that is nonstop exceeds 10 hours
  - Pre-trip approval for the additional expense is required via the Travel Authority
  - This does not include any time spent in between flights during a connection
  - Reservations should be made through Travel Inc agents or GT’s Concur web booking tool.

- GTRI is required to adhere to Federal Travel Regulations which prohibit Business class airfares for trips less than 14 hrs. Please consult your unit Business Officer to determine if your project or funds source will allow business class travel.
Pre-Approval of Business Class Airfare

Note: Flight duration noted in Concur web booking tool. Note details in TA description box.
Enhanced 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.
Expense Report Submission Extension

• Employees should submit expense reports within 45 calendar days of completion of travel. This is an extension of the current 30 day policy.

• Note: Travelers that receive a GTRC travel advance are required to re-pay that advance within 15 days of trip return.
Link to GT Travel Policy Resources

http://www.procurement.gatech.edu/travel.php
Additional Training and Resources

• Travel Policy and Procedure Class for T&E Administrators 8/21 (register via the OHR master training calendar)

• Travel Policy Pocket Guides (pdf to print on demand)

• T&E System Payment Inquiry Tool

https://reports.gatech.edu/TEInquiry/index1.jsp

Pull reimbursement status by: Name, Expense Report ID, Campus Ref, or Employee ID#. Includes status and payment information.
Email: travel.ask@business.gatech.edu

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