Overview

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 August 6:

- Partial trip reimbursement for long term trips
- 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.

Enhancements to the T&E system have been made to improve the user experience and automate these changes, wherever possible. Additional updates are possible in October.

If you have any questions or concerns, please send an email to travel.ask@business.gatech.edu.
Partial Trip Reimbursement

There will now be a **Partial Trip Reimbursement** checkbox on the Employee Info tab in the T&E system. This checkbox should be selected when the expense report is for a portion of a long term trip (one month or longer) and there will be more than one expense report submitted for the trip.

For example, if the traveler is on a trip for three months and wants to submit an expense report each month for meals, lodging and rental car, the **Partial Trip Reimbursement** box should be checked to allow the traveler to de-select a 1st/Last Day checkbox, for a continuing trip.

Per Diem Meal Allowance Calculations

As of August 6, 2012, Georgia Tech will implement the new State of Georgia travel regulations for meals which change the way per diems are calculated.

- The **Departure Time** and **Return Time** are no longer used. Instead, the per diem meal amounts on the first and last days of business travel will be calculated as 75% of the regular per diem meal amount (i.e., reduced by 25% on those days).

<table>
<thead>
<tr>
<th>Travel with Overnight Lodging</th>
<th>One-Day Trips</th>
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<tbody>
<tr>
<td>Travelers will receive 75% of allowable per diem on days of departure and return, regardless of the time of day that traveler departed/returned.</td>
<td>For trips that do not include overnight lodging, travelers will receive 75% of the allowable per diem if trip length is 12+ hours and travel is more than 50 miles from home or headquarters.</td>
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<tr>
<td>Meals provided by a sponsor or conference should be deducted or reduced, as appropriate.</td>
<td>Example:</td>
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<tr>
<td>The allowable meal calculation is automated within the T&amp;E system and allows for the exception associated with partial trip reimbursement for “continuous” trips</td>
<td>- One-Day trip from GT campus to Macon, 7am - 7:15pm</td>
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<tr>
<td>- Back-to-back trips, study abroad, extended research</td>
<td>- 50+ miles from both traveler’s home + GT office</td>
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<td></td>
<td>- Per diem limit = $28 x .75</td>
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<td>= $21 for full day</td>
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</table>
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.

To support this change, a number of enhancements to the T&E System will be introduced:

- **Departure Time** and **Return Time** fields will be removed from the Employee Info tab.
- The 75% allowance for first and last day is automatically calculated, based on trip dates. On the Meals & Lodging tab, there will be a **75% 1st/Last Day** checkbox for each row. This box will be checked by default for any rows that correspond to the first and last days of business travel specified on the Employee Info tab. When it is selected, the meal amounts for the day are reduced to 75% of the regular meal allowance. This selection can be turned on and off, as needed, to reflect continuing trips where the 75% meal calculation may not be required.

**NOTE:** Users will receive a message when the expense report is saved if “1st and last day” are not selected. For partial expense claim for a trip that extends more than one 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.
Auto-Population of Meal and Lodging Information

The T&E System has been enhanced to allow users to automatically load a range of travel days to reduce data entry. An Auto-Populate Multiple Days button (1) will be added to the Meals & Lodging tab. By clicking this button, a user can automatically create a row for each travel day. The location and per diem amounts will be populated (based on the primary destination).

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.
Business Class Airfare

Georgia Tech will implement the new State of Georgia travel regulation that allows for the use of state funds for international flights where the portion of the flight that is non-stop exceeds 10 hours.

- Pre-trip approval for the additional expense is required via the Travel Authority.
- This does not include any time spent between flights during a connection.

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.

Detail regarding the anticipated flight length should be included in the detailed description field on the TA (1).

NOTE: Estimated flight duration is noted in the Concur web booking tool (2).
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 who receive a GTRC travel advance are required to re-pay that advance within 15 days of trip return.
**GT Travel Resources**

**GT Travel Page**  

**Upcoming Training**  
Travel Policy and Procedure Class for T&E Administrators  
**August 21**  
Register via the OHR  
[Master Training Calendar](#)

**Travel Policy Pocket Guides**  
- For Employees:  

- For Visitors:  

**T&E System Payment Inquiry Tool**  
[https://reports.gatech.edu/TEInquiry/index1.jsp](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

**Questions?**

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