

WELCOME TO THE WORLD OF TRAVEL & EXPENSE REIMBURSEMENT

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WONDERFUL WORLD OF TRAVEL



PUBLIC OPINION VS REALITY



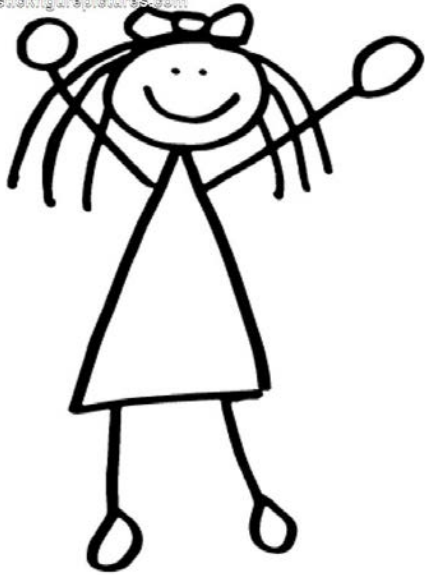
LOWEST COST

Enable state travelers to successfully execute their travel requirements at the lowest reasonable costs, resulting in the best value for the State.



WHO SETS THE RULES?

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WHO SETS THE RULES?

As an unit of the Board of Regents of the University System, Clayton State University and all of its employees must follow all applicable laws, rules, regulations, policies, and procedures set forth by:

- Federal Government
- State Government
- Board of Regents
- University

EXAMPLE DR. LOCH

- Example- Professor Dr. Loch is wishing to attend an accounting conference in Chicago, IL. She will travel on 11/15/18-11/20/18.

TRAVELING ON STATE BUSINESS

WHAT COMES 1ST?

- Authority to Travel

- Must be signed PRIOR to travel
- Serves as budgetary guideline as well as authorization to travel
- Forms available at:

<http://www.clayton.edu/accounting-services/Expenses/Travel/Forms>

WHAT IS NEXT?

- How can Dr. Loch fund her trip?
 - Are there any options for her to not pay everything out of pocket?
 - She is wise and knows that asking for forgiveness, not permission will not work in Budget and Finance. **She seeks assistance in advance!**

CASH ADVANCES

- Employees who make more than \$50k annually are eligible to request (Except International Travel & Athletics for defined activities)
- Can be requested no more than 30 business days in advance and no less than 7 business days prior to travel.
- The following documents must be received before Cash Advance can be approved:
 - Repayment Agreement for Cash Advance**
 - Travel Authorization (must include business purpose)
 - Flyer/Itinerary
 - Roster with signatures
 - Estimated cost of expenses
- Upon return, employee that received cash advance should file expense report, within 10 days of return. Any portion of the advance that was not used must be returned to the Bursar's Office within 10 days upon return

PREPAID CHECKS

- Covered expenses
 - Hotel
 - Registration
- Check requests (prepaid) should be reported on the expense report

LODGING

GEORGIA EXCISE TAX

- Section 48-13-51 of the Official Code of Georgia Annotated exempts Georgia state or local government officials or employees traveling on official business within the State of Georgia from paying the county or municipal excise tax on lodging.
- The Georgia Hotel/Motel Tax Exemption form should be presented to the hotel or motel to provide documentation that the identified employee is on official state business and qualifies for exemption. The form can be printed from the Clayton State University-Accounting Services web site. The link to the form is provided at: <http://www.clayton.edu/accounting-services/expenses/travel/forms>.
- **NO AIR BNB, VRBO or other like agencies**

EXAMPLE DR. LOCH- LODGING

- Dr. Loch stayed out of state at the conference hotel. Her lodging was paid for by a prepaid check.
 - Is she required to give the hotel/motel forms (HINT OUT OF STATE)
 - Sales tax exemption forms (HINT OUT OF STATE)

Could she have booked through VRBO if she had a REALLY good deal??

AUTO TRAVEL

- Personal Vehicle
- Rental Vehicle
- Ground Transportation
- Campus Vehicle

MILEAGE REIMBURSEMENT

If Employee drives **OVER 100** *business miles* round trip

- Request for University vehicle
- DOAS cost comparison form (located on the accounting website)
- Provide roundtrip mileage via Maps, Google directions, etc.
- If the employee willingly elects to drive their own vehicle, then they will receive reimbursement at the **tier 2 rate**. *They will not have to provide the DOAS cost comparison sheet or the University Vehicle request. **Maps are still required.***

MILEAGE REIMBURSEMENT CONT'D

If Employee drives less than 100 miles round trip

- Provide maps for backup
- Select *Employee mileage tier one* expense type

RENTAL VEHICLE

- CSU has mandatory statewide contracts with Enterprise and Hertz. Employees must rent vehicles from one of these vendors when the use of a rental vehicle is the best value.
- Approved car rental sizes are Compact, Intermediate or Full Size. Vans (12 passenger only) may be rented when there are more than 4 travelers.







GROUND TRANSPORTATION










- The most cost-effective method of transportation that will accomplish the purpose of the travel should be selected.
- Travelers are responsible for knowing which type of ground transportation is the least expensive in the area
- Will not reimburse ground transportation to or from work

AIR TRAVEL

REMOVED CSU POLICY REQUIREMENT- 30 DAY 1/1/19

- Lower cost flights should be chosen when within two hours before or after the preferred flight time. Lower cost fares that are declined should be related to the job functions of the traveler and justified in writing
- Connecting flights should be chosen over nonstop flights when the connection does not add more than two hours to travel time and the connection saves \$200.00 or more.
- Travelers are not required to take a lower fare if a change of airline at the connection point is required

LOWEST FARE		DL 95	Main Cabin (Q) from	Delta Comfort+® (W) from	First Class (I) from
9:10 _{AM} ▶ 11:02 _{AM}		1h 52m	\$ 676 ^{.40}	\$ 734 ^{.40}	\$ 894 ^{.40}
ATL DTW NONSTOP				5 left at this price	3 left at this price
▶ Details	View Seats	  			
LOWEST FARE		DL 2798	Main Cabin (Q) from		First Class (P) from
11:10 _{AM} ▶ 1:07 _{PM}		1h 57m	\$ 676 ^{.40}	SOLD OUT	\$ 974 ^{.40}
ATL DTW NONSTOP					2 left at this price
▶ Details	View Seats				
LOWEST FARE		DL 1063	Main Cabin (Q) from	Delta Comfort+® (W) from	First Class (A) from
12:28 _{PM} ▶ 2:28 _{PM}		2h	\$ 676 ^{.40}	\$ 734 ^{.40}	\$ 894 ^{.40}
ATL DTW NONSTOP					4 left at this price
▶ Details	View Seats	 			
LOWEST FARE		DL 991	Main Cabin (Q) from	Delta Comfort+® (W) from	First Class (A) from
1:40 _{PM} ▶ 3:41 _{PM}		2h 1m	\$ 676 ^{.40}	\$ 734 ^{.40}	\$ 894 ^{.40}
ATL DTW NONSTOP					

<p>DL 2747, DL 6284¹ 4H 29M</p> <p>7:25 AM  12:33 PM</p> <p>ATL — DTW (1H 10M) — MDW</p> <p><small>¹ DL 6284 is operated by GoJet Airlines DBA Delta Connection.</small></p> <p>DETAILS ▾ SEATS  </p>	<p>Basic (E) from</p> <p>\$ 323 .30</p> <p>Round Trip</p>	<p>Main (X) from</p> <p>\$ 413 .30</p> <p>Round Trip 2 left at this price</p>	<p>Comfort+ (W) from</p> <p>\$ 510 .30</p> <p>Round Trip</p>	<p>First (Z) from</p> <p>\$ 730 .30</p> <p>Round Trip 4 left at this price</p>
<p>DL 2782, DL 2562 4H 33M</p> <p>9:25 AM  3:06 PM</p> <p>ATL — DTW (1H 11M) — ORD</p> <p>DETAILS ▾ SEATS    </p>	<p>Basic (E) from</p> <p>\$ 640 .30</p> <p>Round Trip</p>	<p>Main (X) from</p> <p>\$ 413 .30</p> <p>Round Trip</p>	<p>Comfort+ (W) from</p> <p>\$ 510 .30</p> <p>Round Trip</p>	<p>First (Z) from</p> <p>\$ 730 .30</p> <p>Round Trip</p>
<p>DL 2760, DL 622 4H 19M</p> <p>1:00 PM  4:19 PM</p> <p>DETAILS ▾ SEATS</p>	<p>Basic</p> <p>\$ 640 .30</p>	<p>Main</p> <p>\$ 523 .30</p>	<p>Comfort+</p> <p>\$ 620 .30</p>	<p>First</p> <p>\$ 895 .30</p>

EXAMPLE DR. LOCH AIR TRANSPORTATION

Can Dr. Loch Business Class?

International and U.S. routes of 10 hours or more

How many pieces of luggage can Dr. Loch seek reimbursement?

In the event there is a charge for checking the traveler's first piece of luggage, the State will reimburse for that charge. If there is no charge for the first piece of luggage, the State will not reimburse for additional pieces of checked luggage unless an appropriate business purpose explanation is provided. Baggage charges incurred for excess weight will not be reimbursed, unless an appropriate business purpose explanation is provided.

MEAL ALLOWANCES (OVERNIGHT STAY)

- Employees traveling overnight may be paid a per diem amount designed to cover 3 meals per day for all days on travel status. **Exception: If a meal is provided, then you cannot claim full day.**
- Out of State Travelers are eligible for 75% of the per diem rate on first and last day of travel (minus any meals provided). For example on the first day of travel an employee has meals that consist of breakfast/lunch/dinner then the per diem allowance will be (Birmingham \$54.00 x .75) = \$40.5
- In State Travelers are eligible for 100% (minus any meals provided).

IN STATE MEAL ALLOWANCES- (OVERNIGHT STAY)



Breakfast \$6.00

Lunch \$7.00

Dinner \$15.00

Increased per diem allowances are available in certain locations designated as “high cost areas”.

Chatham, Cobb, DeKalb, Fulton, Glynn, Richmond counties



Breakfast \$7.00

Lunch \$9.00

Dinner \$20.00

MEAL ALLOWANCE (NON-OVERNIGHT STAY)

- **NOT Reimbursable**



EXAMPLE DR. LOCH- MEALS

- All meals were included with conference except for 11/15 and 11/18 which were Dinner both days (per diem was \$34)
- What are Dr. Loch's potential reimbursable expenses? Meals that are not provided $\$34 \times 75\%$ for 11/15 = \$25.5 + \$34 for 11/18 = \$59.5, Hotel \$1000, Airfare \$500, Uber \$50, and incidental for each day as applicable of \$5.

NON-REIMBURSABLE EXPENSES

https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_111617.pdf

- Airline, car, and card membership dues and club fees;
- Airline reserved/priority seating fees
- Travel upgrade fees (air, rail, car)
- Alcoholic beverages
- Bank charges for ATM withdrawals, except on international travel
- Expenses related to vacation or personal days taken before, during or after a business trip
- Loss Damage Insurance when State agency contract rate vehicle is available and another rental car agency is utilized
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- No-show/Cancellation fees or fees related to hotel late check-out (unless business or weather related)
- Personal entertainment

TRAVEL SUBMITTAL CHECKLIST

Before submitting expense report to the Budget & Finance Department make sure to send the following:

- Print & sign copy of expense report or upload
- Original receipts for airfare, baggage claims, conference registration, hotel, parking, etc. (keep copy for your records)
- Maps/Directions (if applicable)
- CSU Vehicle Request Form (as applicable)
- DOAS Cost Comparison Form
- Agenda/Itinerary

EXPENSE REPORTS

- Expense Reports must be submitted using PeopleSoft Travel and Expense Module within 10 days upon return but no later than 45 calendar days. Expense report submitted after 60 days will be included in employee's IRS W-2 as **taxable income**.

EXPENSE PROCESSING TIMELINE

Provided all documents are submitted accurately and timely, reimbursements are processed within 10 business days. However, this depends on the report being submitted in the system and **ALL** documentation (receipts and hard copy of report) being received in the Budget & Finance Department. Employees may review the status of expense reports on-line via the PeopleSoft Expense Module through Employee Self Service.

DR. LOCH EXAMPLE

- Example- Professor Dr. Loch is returning from an accounting conference in Chicago, IL. She traveled on 11/15/18-11/20/18.
 - When is the last date for Dr. Loch to complete her travel reimbursement request?
 - 1/2/19
- What documents will Dr. Loch need to submit with her travel reimbursement request?
 - Authority to travel, zero dollar hotel receipt, airfare receipt, Uber receipt, conference agenda, baggage receipts

QUESTIONS????

Policy

State Accounting Office

https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG_Statewide_Travel_Policy_121517_FINAL.pdf

Board of Regents Business Procedures Manual

https://www.usg.edu/business_procedures_manual/section4