# Clayton State University Travel Policy and Procedures

Budget & Finance Office
CLAYTON STATE UNIVERSITY | REVISED August 1, 2026

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**CLAYTON STATE UNIVERSITY**

**TRAVEL POLICY & PROCEDURES**

## Introduction

The purpose of this Policy is to provide guidelines to state agencies for payment of travel expenses in an efficient, cost-effective manner, and to enable state travelers to successfully execute their travel requirements at the lowest reasonable costs, resulting in the best value for the State. Teleconferencing instead of travel should be considered when possible. Each agency is charged with the responsibility for determining the necessity, available resources and justification for the need and the method of travel.

# 1.0 Travel

The Statewide Travel Policy applies to all State Agencies, including Units of the University System of Georgia (USG), therefore, USG institutions shall be guided by general travel regulations set forth in this section when employees are required to travel away from headquarters in the performance of their official duties. Therefore, all USG employees, especially those responsible for authorizing, approving and paying travel costs, should establish a good working knowledge of the travel regulations in the Statewide Travel Policy. The Sections below will provide additional narrative and guidance on various areas of the Statewide Travel Policy in order to provide more clarity, especially if USG applies a more stringent interpretation of travel requirements. The State Accounting Office (SAO) provides as follows:

"Agencies are not authorized to set more lenient policies than the Statewide Travel Policy; however, agencies may establish policies that further restrict an employee's travel if the agency determines that stricter policies are necessary, except that a mileage rate that is different than the rates established by SAO/OPB in accordance with O.C.G.A. § 50-19-7 may not be adopted".

**Note:** Guidelines for requesting exceptions to the Statewide Travel Policy are found in Section 8 of the Policy. SAO and OPB are responsible for issuing any exceptions. Any requests for exceptions for the USG must be handled through Fiscal Affairs.

**Note:** The Policy is based on travel industry best practices and with total cost management in mind. As such, it is important for employees to understand the intent of the Policy and work with their management on managing work related travel, accordingly. "Institutions of the University System of Georgia shall be guided by general travel regulations developed by the State Accounting Office in

cooperation with the Office of Planning and Budget, and as set forth in the Board of Regents Business Procedures Manual.

The travel policies and regulations of Clayton State University conform to the regulations and procedures referenced above, and also incorporate more specific procedures and limitations which apply to the employees of the university. The responsibility for appropriate audit, approval, and reimbursement of travel expense statements is vested in the appropriate institutional officials. Clayton State University officials may impose additional requirements for travel expense reimbursement and reporting at their own discretion.

The processing and review of all travel approvals and reimbursements are managed by the Clayton State University Budget & Finance Department. The University utilizes PeopleSoft Financials for processing travel expense reports. Prior approval to travel is completed through the travel & expense module and ServiceNow (for standing/no reimbursement travel authorizations).

## 1.1 General Policies and Restrictions

Clayton State University reimburses travelers for reasonable and necessary expenses incurred in connection with approved travel on behalf of the State.

A necessary expense is one for which there exists a clear business purpose and is within the State's expense policy limitations. A clear business purpose contains all information necessary to substantiate the expenditure including a list of attendees, if appropriate, and their purpose for attending, business topics discussed, or how the expenditure benefited the university.

Establishing policies and procedures for travel expenses enables the university to effectively comply with federal and state regulations. These policies and procedures apply to reimbursements from all State fund sources.

These policies are intended to be guidelines for the reimbursement of all university approved travel expenses. There are several key points to remember when incurring expenses on behalf of the University:

- Under no circumstances should an individual approve his/her own expense report. In most cases he/she should not approve the expense reports of a person to whom he/she functionally or administratively reports. The State Accounting Office does grant a specific exemption for presidents of institutions. The exception is quoted below:

  *Exception – Presidents of institutions under the umbrella of the University System of Georgia or the Technical College System of*

*Georgia are excluded from the requirement that their expense report must be approved by their immediate supervisor or higher administrative authority. However, processes should still be in place for their expense reports to be reviewed for appropriateness and reasonableness.*

- A large number of exceptions or policy violations will increase the likelihood of expense report audits.
- The State/University will not pay for personal expenses.

## 1.2 Travel Regulations

In requiring employees to travel in the performance of their duties for which there exists a clear business purpose, Clayton State University will reimburse those employees for reasonable and necessary expenses that are incurred (and are within the university's and the state's expense policy limitations) while traveling away from their official headquarters and places of residence. In cooperation with regulations promulgated by the State Accounting Officer, in cooperation with the Office of Planning and Budget, and the Board of Regents, Clayton State University has adopted the following regulations regarding travel of employees on official business of the University. It is believed that these travel regulations will protect the best interest of the employee and Clayton State University. Teleconferencing instead of travel should be considered when possible. The State Accounting Officer is responsible for establishing Statewide Travel Regulations for all agencies, boards, and commissions of the State. Complete information about the Statewide Travel Regulations is available from the State Accounting Office web site at http://sao.georgia.gov/state-travel-policy. The Board of Regents has further defined the travel regulations for all units of the University System of Georgia. These regulations are detailed in the USG Business Procedures Manual, Section 4. The USG Business Procedures Manual is available at: http://www.usg.edu/business_procedures_manual/section4/.

## 1.3 Travel Authorization

### *Prior Approvals*

Employees required to travel in the performance of their official duties and entitled to reimbursement for expenses incurred shall have prior authorization from (1) their immediate supervisor/budget manager and (2) other approvals as required by their department. Travel authorizations are no longer required for in-state travel except in the following situations:

- Employees are renting a car for travel.
- Employees are requesting lodging for travel within a 50-mile radius of the primary work site and residence, or the employee is away for less than twelve (12) hours.

While travel authorizations are not required for in-state travel (except in the situations above), we highly recommend employees notify supervisors of travel plans prior to travel.

A travel authorization is still required for those individuals who are required to travel out of state and internationally. The travel authorization shall be in such form as to indicate the itinerary, the estimated cost of travel, the mode of transportation, the general purpose of travel, and the name/phone number of a contact person in the requestor's department to be used when the employee is on travel status. International travel must be approved by a higher-level authority (i.e., Vice President or President).

Employees must submit the travel authorization using the Travel & Expense Module in PeopleSoft Financials to obtain approval from the department head or designated official PRIOR to travel. The travel authorization must be included with all expenses related to the travel request.

## *Approval Requirements*

A traveler's immediate supervisor/budget manager must approve a travel expense report before reimbursement is issued. Institutions may require multiple approvers for certain expense reports; in these instances, all approvers in the submission process are held accountable. The approver should be in a higher-level position of authority that is able to determine the appropriateness and reasonableness of expenses.

*Exception – Presidents of institutions of the USG are excluded from the requirement that their expense reports must be approved by their immediate supervisor or higher administrative authority. However, processes should still be in place for their expense reports to be reviewed for appropriateness and reasonableness.*

The specific provisions of the accounting review process related to travel expenses will be left to the discretion of each institution. However, the institution's accounting review process must meet the following minimum requirements:

- Department heads and Deans should designate a person(s) to examine and approve claims for reimbursement under these travel regulations

- Claims should be reviewed to ensure they are reasonable, accurate, and cover expenses actually incurred by the employee during the authorized travel dates and times

- Claims exceeding established limits should receive special scrutiny to ensure the explanations are sufficient to justify the higher amount. Employees should not assume all expenses exceeding allowable limits will be automatically approved for reimbursement.

By approving travel expenses, the approver is attesting that each transaction and supporting documentation has been thoroughly reviewed and has verified that all transactions are allowable expenses. Each transaction must be consistent with departmental budget and project/grant guidelines.

## *Business Purpose Justification and Explanation Statements*

In cases where a submitted expense does not conform to university policy, or if a receipt is lost or missing, an explanation is required when submitting the expense within the Expense module in PeopleSoft. The expense report in PeopleSoft has an available comment field for explanations or documentation of business purpose justifications. Comments must be provided in this field explaining why this exception to policy was necessary, or to describe the missing documentation. The individual's immediate supervisor or higher administrative authority must approve these statements.

## *Standing/No Reimbursement Authorization to Travel Within the State of Georgia*

In the case of individuals required to travel locally on a regular basis, approval may be in the form of a standing authorization prepared on a fiscal year basis. Standing Authorizations are for mileage and parking expenses only. No Reimbursement Authorizations are for individuals who travel but will not submit an expense report for reimbursement. The Standing/No Authorizations must be submitted and approved through ServiceNow at https://service.clayton.edu/budgetandfinance and maintained on file by the employee and the Academic Deans or other administrators.

***Exception – President of the institution is allowed to use standing travel authorization for all travel expenses.***

## 1.4 Subsistence (meals and lodging)

### *Purchase of Food Using Institutional Funds*

The purpose of this section is to clarify those instances when food may be purchased for consumption by students, potential students, volunteers and employees using institutional funds. This policy addresses instances when food may be purchased or food expenses may be reimbursed that are not otherwise addressed in the Business Procedures Manual, Section 4.0 and 19.7.

Food includes meals, beverages, snacks, etc., but specifically excludes alcohol as an allowable food expense. The purchase of food for resale in connection with the auxiliary operations of an institution is allowable and is not addressed in this policy. **Snacks are reimbursable items but limited to a daily amount of $5.00/person.**

An individual may be subject to different rules depending on the capacity in which they are participating in an event. For example, volunteers might include employees or students if the individual is operating in a capacity separate from their employee or student role. An employee or volunteer attending a student event in the capacity of a student would be considered a student. A student worker participating in an event while being paid would be considered an employee.

Employees include temporary, part-time, and full-time staff, faculty, administrators, resident assistants (RAs), student assistants, and other student workers.

Other instances, when food may be purchased for employees or employees may be reimbursed for food purchased. These instances are addressed using the following general categories:

- **Safety**. Water or other hydration products may be purchased insofar as these products are required by OSHA or are necessary to prevent serious harm to an employee.

- **Academic Programs, Student Events, and Educational or Business Meetings Involving Predominantly Non-Employees.** When conducting a program, event or meeting involving predominantly non-employees (of any institution of the Board of Regents) where attendance by the employee is essential and in furtherance of an official institutional program, and the meal is an integral part of the meeting, an employee can partake in the meal and be reimbursed for his or her actual meal cost up to the per diem limits established in BPM Section 4.4. An employee may not be reimbursed unless the employee actually incurs a cost.

Clarification of specific instances of allowable reimbursement include:

- **Athletic recruiting**. An employee may be reimbursed for food purchased at a meeting whose primary purpose is the recruitment of an individual to attend the institution. The employee's participation in this meeting should be required as part of his or her job duties, and the institution should strictly control the numbers of individuals who may receive reimbursement for food purchased at a given recruitment meeting.
- A prior/existing contractual or grant arrangement, which must be quid pro quo, not gratuitous. For example, an external organization may award funds to the institution with the specific proviso that these funds may be used for employee food expenses as it relates to grant activities or meetings. In this instance, food could be purchased within the contract or grant guidelines.

However, federal grant funds should NOT be used to purchase food for employees unless the federal grantor agency, in writing, authorizes this expenditure and certifies that this waiver is not a violation of applicable federal regulations.

The business purpose should be clearly indicated on any invoices submitted for payment. Additionally, the per diem limits of BPM Section 4.4 apply to food purchased for consumption by employees participating in a program, event, or meeting or otherwise reimbursed to the employee by the institution.

Per Diem limits apply only to food purchased with institutional funds. Food purchased by outside organizations does not fall under the scope of this policy. However, employees must comply with the provisions of Section 8.2.13 of the BOR Policy Manual as it pertains to receiving gifts.

Institutional funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events and travel sponsored by recognized student groups, athletic team events, and other campus events open to the general student body and designed to further the development and education of students. Additionally, food may be purchased for a class in those instances where food is an integral part of the instructional methodology. For example, food could be purchased for students in a food appreciation or cooking class offered by a Continuing Education unit. While not necessarily in a travel status, the per diem limits in BPM Section 4.4 should apply to food purchased for consumption by students participating in sanctioned student events.

Potential students and their guardians may be provided food at an event designed to encourage the student to attend the institution. Food for athletic recruits may be purchased subject to the rules and regulations of the athletic conference of which the institution is a member.

Institutional funds may be used to purchase food for volunteers in those instances where a quid pro quo relationship exists. For example, an academic unit might form a volunteer advisory board for the purpose of obtaining advice, support, and expertise from members of the community as it relates to an academic program. It would be allowable to provide food to those volunteers as part of the advisory board meeting. However, food purchased solely in connection with volunteer appreciation or volunteer recognition events would not be allowable under this policy. While not necessarily in a travel status, the per diem limits in BPM Section 4.4 should apply to food purchased for volunteers.

### *Reimbursement Claims*

Reimbursement claims for subsistence (meals and lodging) are to be reported using the on-line expense report (available in the PeopleSoft Employee Self Service module) by date, location, and amount for each meal and lodging claimed. Meals are reimbursed on a per diem basis, not on actual meal expense unless the actual expense is less than the per diem rate. Out-of-state travel expenses for meals and lodging will be reimbursed up to the maximum as allowed by the Federal Per Diem Rates. An employee taking annual leave while away from headquarters on official business is not entitled to subsistence for the period of the leave.

### *Limits on Meal Allowances*

Employees traveling within the State of Georgia or Out of State (United States and Canada) are paid a per diem amount designed to cover the cost of meals (including taxes and tips), based on the number of meals per day for which the traveler is eligible. **Gratuity outside of the per diem amounts will be reimbursed up to 20%.** The official State of Georgia meal allowance schedule, published at:

http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG%20Meal%20Allowances%202014.pdf, sets the maximum allowable reimbursement for meals for travel within the State of Georgia. The federal per diem rates will be used to determine all out of state per diem.

*Calculations in examples used for explanation later in this section are based upon the maximum meal allowances set at the time of publication of this manual. When these official meal allowances change, this manual may not have the examples changed immediately. If that case occurs, the official meal allowances on the web site referenced immediately above will be used in place of the limits in the examples.*

## *Meals Associated with Overnight Travel*

Employees traveling overnight may be paid a per diem amount designed to cover the cost of three (3) meals per day. Employees traveling overnight within the State of Georgia are allowed 75% of the $50.00 daily per diem rate on the first and last day of travel, less any meal(s) provided.
For example, on the first/last day of travel an employee has meals that consist of breakfast/lunch/dinner then the per diem allowance will be ($50.00 x 75%) = $37.50.

Employees traveling overnight outside the state of Georgia are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. 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 ($50.00 x 75%) = $37.50.

For trips involving multiple travel destinations, base the reduction on the per diem rate in effect where the night was spent as follows:

- Departure Day: Where you spend the first night
- Return Day: Where you spend the night before returning to home base.

Employees on official business attending luncheon or dinner meetings are entitled to receive reimbursement for actual costs incurred, provided that:

- The purpose of the meeting is to discuss business and the nature of the business is stated on the travel expense report
- The luncheon or dinner meeting is planned in advance and include persons not employed by the university
- The meal is an integral part of the meeting
- The meal is served at the same establishment that hosts the meeting

Employees who are reimbursed for any of these circumstances are still expected to remain within the authorized meal limits.

## *Meals Associated with Non-Overnight Travel*

Although Statewide Travel Policy 4.5 allows for meal per diem during non-overnight travel when employees travel more than 50 miles from their residence and primary workstation on a work assignment AND are away for more than (12) hours, the USG does not provide meal per diem during non-overnight travel due to the IRS taxable compensation implications.

## *Day of Departure and Return*

Travelers outside the State of Georgia are eligible for 75 percent of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a $50 total reimbursement, *$37.50 [($50 x .75= $37.50]* would be allowable on a travel departure or return day.

For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows:

- Departure Day: Where you spend the night.
- Return Day: Where you spent the night before returning to home base.

When meals are provided at no cost in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the full amount of the appropriate meals after the 75% proration. For example, if the per diem allows a $50.00 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be $23.50 [($50 x .75) - $14 lunch = $23.50)].

| 1st & Last Day Meal Per Diem (75%) | | | | |
|---|---|---|---|---|
| Total Per Diem | Breakfast Provided X = $13 | Lunch Provided X = $14 | Dinner Provided X = $23 | Amount Reimbursed ($50*.75) - X |
| $ 50.00 | | | | $ 37.50 |
| $ 50.00 | X | | | $ 24.50 |
| $ 50.00 | | X | | $ 23.50 |
| $ 50.00 | | | X | $ 14.50 |
| $ 50.00 | X | X | | $ 10.50 |
| $ 50.00 | | X | X | $ 0.50 |
| $ 50.00 | X | X | X | $ - |

**NOTE: The above reflects in-state rates totaling $50.00. Out-of-state per diem allowances follow the same methodology using the GSA rate schedule as the base X. (Incidentals are not included.)**

## *Meals Included in Registration Fees*

If any meal is included as a part of the cost of a conference registration, etc., such meal should not be considered eligible in the calculation of per diem and an employee may not receive per diem for the normally eligible number of meals. For example, if conference registration includes breakfast and lunch, the employee will only receive per diem for the dinner meal. Because most conferences, etc., accommodate a variety of dietary needs/restrictions, employees are expected to participate in such meals.

In rate circumstances, an employee may be unable to participate in a conference meal. In such a case, the employee may request the per diem amount associated with the meal purchased. If requesting such reimbursement, a receipt documenting the meal purchase must be attached to the travel expense statement, and a justification for the meal purchase must be indicated on the statement.

## *Per Diem Allowance for Meals Associated with Overnight Travel outside Georgia*

Employees are considered traveling outside Georgia when their official responsibilities must be performed at an out-of-state location.

***Note:*** *Employees who are working in Georgia but lodging in another state are not traveling outside Georgia. Travel to points just beyond the state border necessary for the accomplishment of in-state business shall not be construed as out-of-state travel for the purpose of these regulations.*

The federal per diem rates and meal amounts applicable to travel outside of Georgia can be found at the following web sites:

Federal per diem rates for locations within the continental United States: http://www.gsa.gov/perdiem

Breakdown by meal for federal per diem amounts: http://www.gsa.gov/mie

Federal per diem rates for foreign travel: https://aoprals.state.gov/web920/per_diem.asp

Breakdown by meal for foreign per diem amounts: https://aoprals.state.gov/web920/per_diem.asp

Federal per diem rates for Alaska, Hawaii, and US territories and possessions:

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

***Note:*** *Statewide Travel Regulations do not authorize employees to receive a per diem-based reimbursement for meals purchased during a "lunch meeting" in which the meal and the meeting are one and the same. The registration fee serves as the basis for reimbursement, not the per diem allowance.*

## *Documentation Relating to Meals*

Receipts for meals are not required, except when requesting reimbursement in lieu of a meal provided within a conference registration fee due to dietary needs/restrictions. Times of departure (for the day of departure) and return (for the day of return) should be noted on the employee expense report to substantiate meals eligible for payment of per diem. All meals included as a part of conference registration fees, etc., should be noted on the expense report. Meal expenses incurred that exceed the authorized per diem amounts due to travel in high-cost areas or out-of-state should be itemized separately and explained on the expense report and are eligible for reimbursement as determined by the Budget & Finance Department/Chief Business Officer.

## *Meal Expenses Incurred While Taking Leave*

Employees who take annual leave while on travel status may not be reimbursed for meal expenses incurred during the period of leave.

## *Employee Group Meals*

Under certain infrequent circumstances, employees may be required to remain at the work site during mealtime. Such circumstances include emergency situations but may also include intra-departmental meetings or training sessions where the meeting or training session extends beyond the mealtimes and the employees are not permitted to leave the premises of the meeting site. Group meals can only be provided in instances where the meeting is a minimum of four (4) hours.

Under these and similar circumstances, organizations may purchase meals for the affected employees. The purchase of such meals should be approved by a higher-level approving authority prior to the date of the event (for non-emergency situations). Such expenditures are limited to the purchase of meals and necessary beverages only (this does not include snacks). Meal limits outlined in the Statewide Travel and Expense Policy must be adhered to. Meal expenses associated with meetings/training sessions must be documented with

purpose of the meeting/event, receipts and a copy of the formal written agenda including session times. In all instances, the employee for whom the meals were purchased must include a list of attendees with the request for reimbursement.

USG institutions shall use the following standards when deciding whether a meal may be purchased under this policy:

1. Group meals should be held only to facilitate the effective and efficient operations of the departments involved. For example, it may be that scheduling an intra-departmental meeting or training session is the most effective and efficient use of employees' time given teaching schedules, other meeting commitments, etc. In this instance, requiring employees to participate in a meeting over lunch may be the best means available to get the required participants in the same place for the period of time required.

2. Group meals should only be provided in those instances where the meeting lasts for **a minimum of four (4) hours**. A meeting less than four hours could generally be scheduled prior to or after a normal meal without significantly impacting employees on different work schedules.

2. Group meals held at the start and/or finish of a meeting are not eligible for payment under this policy. Purchase of a group meal is authorized solely as a convenience to the employer and in those instances where employees may not leave for a normal meal due to the time constraints associated with the meeting or training session. Those events not starting until the normal mealtime should be delayed until after the normal meal time, or employees may bring employee-purchased food ("brown-bag") to the meeting.

4. Purchase of group meals should be approved by the head of the organization, or his/her designee, prior to the date of the event (for non-emergency situations). The prior approval request should include:

    - The purpose of the meeting or event;
    - A formal written agenda including session times;
    - A list of attendees with their associated departments/entities; and,
    - The expected cost of the meal per person.

    **All of the documents that were a part of the prior approval package should be submitted with the payment request along with the signed prior approval. All documents should be retained with the voucher package for audit purposes.**

5. **Per Diem Allowance for Meals, must be followed.** Meal limits apply to the actual food and drink purchased for the meal. Set-up and delivery costs associated with the group meal shall not be included in the meal limit calculation. Set-up and delivery costs should be expensed to other operating expenses (727100).

6. Group meals for a “lunch meeting,” in which the meal and the meeting are one and the same, are prohibited for payment under this policy.

*These meals should be charged to the 727700 expenditure account, “Other Operating Expenses – Special Group Meals.” The “Special Group Meals” expenditure account should only be used for such meal purchases. Once again, documentation of the purchase must be retained as outlined above. This account will be subject to special audit scrutiny, to ensure that such expenditures are infrequent, rather than routine.*

## Employee Group Meals Involving Multiple Institutions

Efficient and effective administration of USG institutions may require instances when various groups of university officials, such as presidents, executive officers, or employees representing functional areas such as student activities, academic affairs, business affairs, etc., may be required to meet. The purpose of these meetings must support the official business purpose of the institutions represented.

These events are often sponsored by a USG institution or by the University System Office and are supported through the use of registration fees charged to participants. These registration fees may be reimbursed by the participant’s home institution and may be used for expenses such as speaker fees, room rentals, equipment charges, food for meals and breaks, and items directly related to the purpose of the meeting. Funds collected by the sponsoring institution are normally collected in and expended from an agency account created for that purpose as specified in BPM Section 14.5.1.

It is recognized that these events may often be held at a conference center or similar facility in order to facilitate these events. Additionally, conference events are usually scheduled to require participation on-site for the duration of the conference in order to maximize use of available time. Releasing participants to purchase off-site meals is time-consuming and does not allow for best use of limited time resources. As a result, USG institutions and the USO will often contract with catering services to provide food for on-site meals and snack breaks.

This policy is being provided to both recognize the legitimacy of these purchases and to enumerate the requirements governing these purchases. USG institutions shall use the following standards when deciding whether purchases are valid as made under this policy:

1. **Group meals held at the end of a conference event are not eligible for payment under this policy.** Purchase of a group meal is authorized solely as a convenience to the employer and in those instances where employees may not leave for a normal meal due to the time constraints associated with the meeting or training session.
2. Purchases for conference events should include appropriate documentation to include:

   The purpose of the meeting or event;
   A formal written agenda including session times;
   A list of attendees with their associated institutions; and,
   the expected cost of the meal per person.

3. Reasonable purchases may be made for refreshment breaks.

4. Every effort should be made to negotiate reasonable meal costs. However, it is recognized that catered event charges will often exceed the per diem limits outlined in BPM Section 4.4. Catered meal events shall be held only to facilitate conference events and not for social or entertainment purposes. Under no circumstances will any institutional funds as defined in Section 19.8 be used to purchase alcohol.

*Employees provided a meal pursuant to this policy shall not be permitted to claim per diem on their travel expense statement as specified in BPM*

## *Non-Employee Group Meals*

Meals may be provided to individuals who are not employed by the State under the following circumstances **(all criteria must be met)**:

- Such individuals are serving in an advisory capacity or providing pro bono service to a state organization

- A meal is required because the timing of the meeting/service is such to allow for adequate travel time to the meeting site in the morning, and return to residence in the afternoon, so as to avoid unnecessary travel expenses (overnight stay) on the part of the participants

- The meal is approved by a higher-level approving authority prior to the date of the event. Such expenditures are limited to the purchase of meals and necessary beverages only (does not include snacks). Meal limits

outlined in the State of Georgia Statewide Travel Policy must be adhered to

These meals should be charged to the expenditure account, “Group Meals”. A copy of the meeting agenda or description of the service activity (with appropriate approval) should be included as backup documentation and attached as a receipt with the request for payment. Additionally, a general description and the total number of people that will be attending the activity (e.g., advisory board members, local government leaders, etc.) should be attached.

This account will be subject to special audit scrutiny to ensure that such expenditures are infrequent, rather than routine. This Policy does not allow the purchase of meals for a “lunch meeting” in which the meal and the meeting are one in the same.

### *Special Meals*

Reimbursement designed for those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the State to use public funds for provision of a meal to a person who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Requests should be within reason and may include tax and tips. Itemized receipts are required.

Examples include:

- Visiting dignitaries or executive-level persons from other governmental units, and persons providing identified gratuity services to the State. This explicitly does not include normal visits, meetings, reviews, etc., by federal or local representatives.
- Extraordinary situations are when State employees are required by their supervisor to work more than a twelve-hour workday or six-hours on a non-scheduled weekend (when such are not normal working hours to meet crucial deadlines or to handle emergencies).
- All special meals must have prior approval from the Vice President of Business & Operations unless specific authority for approval has been delegated to a department head for a period not to exceed one fiscal year.

## *Regulations Governing Lodging Costs*

Employees who travel more than 50 miles (and outside the county) from their home office, residence, or headquarters and away for more than twelve (12) hours may be reimbursed for lodging expenses associated with approved overnight travel. Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable. All lodging claims must be documented with receipts and must be at a business that offers lodging to the general public, such as a hotel or motel, NOT a private residence. Airbnb and the like are not considered a commercial lodging facility and must not be used while in travel status. Employees who stay at a hotel/motel that holds a scheduled meeting, or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost may be justified to avoid excessive transportation costs between a lower cost hotel/motel and the location of the meeting. When the conference does not have an official hotel, the traveler is required to lodge at a hotel/motel within reasonable proximity to the conference.

It is expected that reservations will be made in advance whenever practical, that minimum rate accommodations will be utilized, that "deluxe" hotels and motels will be avoided, and that corporate/government rates will be obtained whenever possible. Many hotels and motels grant commercial rates upon request to state employees who show identification. These rates may be exceeded but must be justified. For example, if an employee stays at a higher cost hotel where a meeting is held to avoid excessive transportation costs between a lower cost hotel and the location of the meeting, or for the safety of the individual, then these costs are justified.

Payment requests for hotel expenses must be submitted two weeks prior to departure. Prepaid lodging is limited and available to an employee whose current annual salary is $50,000 or less.

## *Authorization for Lodging within the 50-mile Radius*

On occasions, the university is required to sponsor conferences, trade shows, and other functions which require personnel to work at the event. Also on occasion, the university may sponsor employee retreats that require groups of employees to be present at an off-site location. In many cases, the employees involved in these activities reside or work less than 50 miles from the scheduled meeting site. In addition to mileage, affected employees may be reimbursed for meals and lodging in accordance with the provisions of the Travel Regulations. It should be noted that this provision only applies to conferences and other institution or USG sponsored events. This provision does not authorize people to claim travel reimbursement for activities which are part of their normal responsibilities. In addition, this provision would not apply

to persons who are required to attend evening meetings as part of their normal responsibilities.

> ***Note:*** Written approval must be obtained prior to travel from the agency head or their designee when lodging is required within the 50-mile radius. The approval must be submitted with the traveler's receipts and documented mileage when requesting reimbursement.

## *Georgia's "Green Hotels" Program*

The Georgia Department of Natural Resources has developed a program to identify and certify lodging properties that are taking significant steps to reduce their demands on Georgia's natural resources and to act as good corporate citizens. These certified "Green Hotels" meet a stringent standard for environmental stewardship and operational efficiency. By using less toxic cleaning and maintenance chemicals, these hotels provide healthier conditions for guests and employees.

When traveling on state business and hosting meetings, state employees are encouraged to explore opportunities to support these properties where cost competitive. The current list of certified properties is available at the following web site:

http://www.greenseal.org/FindGreenSealProductsandServices/HotelsandLodging Properties.aspx.

## *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. However, sales tax should continue to be charged since the payment of the hotel or motel bill by employees is not considered to be payment directly by warrant on state appropriated funds. This tax exemption should be explained at the time reservations are made. Some difficulty may be encountered in communicating with the hotel or motel that state employees are exempt from the excise tax. 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. A link to the form is provided at: http://www.clayton.edu/accounting-services/expenses/travel/forms. It should be noted that the provisions of this exemption only apply to lodging expense incurred while traveling on official business and that any personal

lodging expense (even if incurred at the same hotel or motel, before or after the official business related travel) would not qualify for the exemption.

Additionally, as an employee traveling on official State business, lodging is eligible for exemption from State of Georgia Sales Tax when the payment method being used is either direct bill to the agency, or a State of Georgia issued credit card. Travelers should make every effort to avoid payment of sales tax when payment method is other than a personal payment method.

If the hotel refuses to accept the tax-exempt form at check-in, the employee should attempt to resolve the issue with the hotel management before checking out at the end of their stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax. Clayton State University will reimburse the employee for the hotel/motel tax if the employee provides CSU with the following information: employee name, date(s) of lodging, name, address, telephone number of hotel, and documentation from the hotel/motel of their refusal to omit the excise tax. Employee should classify this tax separately as “occupancy tax” and/or “sales tax.

Per the Transportation Funding Act of 2015, effective July 1, 2015 hotels in the state of Georgia will charge a $5.00 per room per night hotel tax to travelers. This tax is not exempt for State Employees.

### *Shared Lodging*

When lodging is shared “the traveler paying for the lodging seeks reimbursement for the full expense”. However, when employees on travel status share a room, reimbursement will be calculated, if practical, on a prorated share of the total cost to reflect each employee’s share of the lodging expense. This allows for a more accurate cost split, especially for employees funded by multiple sources. When a state employee on travel status is accompanied by someone who is not a state employee on travel status, the employee is entitled to reimbursement at a single-room rate.

### *Lodging Expenses Incurred While Taking Leave*

Employees who take annual leave while on travel status may not be reimbursed for lodging expenses incurred during the period of leave.

### *Other Charges on Lodging Receipts*

- Resort and Other Fees: Some hotels include a charge for “resort” or “other fees”. These should be reimbursed as an eligible lodging expense.

- Internet Usage Charges: Employees may be reimbursed for work related Internet usage charges. These charges should be separately identified on the itemized hotel/motel bill but should not be listed on the travel expense statement as “lodging.” Rather, these charges should be treated as “miscellaneous expenses”, included in the “voice/data communications” section of the travel expense statement.

Lodging expenses for hotels/motels outside Georgia may exceed the maximum reasonable rates set by Clayton State University. Employees traveling out-of-state should refer to the federal per diem rates to identify high-cost areas of the United States, and to determine whether higher expenses are “reasonable and customary”.

Travelers should not book non-refundable rates or rates that require deposits unless required by conference lodging. It is the employee’s responsibility to understand cancellation rules. Non-refundable rates cannot be changed or cancelled; therefore, the employee is accepting the risk of a non-reimbursable cancellation fee.

If a cancellation fee is charged and all efforts to have the fee removed have been exhausted, the employee may include it on the travel expense statement with a thorough explanation. The department head, dean or other responsible official should review the request and determine if reimbursement is appropriate.

### *Required Documentation*

Daily lodging expenses, including applicable taxes, must be itemized on the employee travel expense statement. Employees requesting reimbursement for lodging expenses are required to submit paid receipts with their expense statement.

In addition, any expenses that exceed the maximum reasonable rates established by the institution should be explained on the travel statement. Individuals responsible for approving travel expenses should review these explanations to determine whether the higher costs are justified and allowable.

Requests for Reimbursement should include the following information:

- Location, date and time of departure should be included for single day trips
- Location, date and time of return should be included for single day trips
- Listing of meals included in conference registration fees

- Itemized listing of expenses related to authorized meals not covered by the per diem allowance
- Explanations of any expenses exceeding the established limits
- Explanation of any unusual expenses submitted for reimbursement
- Explanation of the purpose for the trip
- Description of the type(s) of transportation used during the trip.

Employees must sign their travel expense report, attesting the information presented on the form is accurate and complete. Employees who provide false information are subject to termination of employment, criminal penalty as a felony for false statements, subject to punishment by fine not to exceed $1,000 or imprisonment for one (1) to five (5) years.

## *Receipt Requirements*

Employees must attach receipts electronically to the expense submission in the Travel & Expense module for the following expenses:

- Lodging, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.
- Airline or railroad fares
- Rental of motor vehicles
- Registration fees
- Visa/passport fees
- All single expenditures of $25 or greater

If an employee does not have a receipt for one of the items listed above, the expense should not be approved (per diem allowance not included). Credit card receipts are acceptable forms of documentation, provided they contain complete details of the expenditure. In the absence of actual receipts, credit card statements may be acceptable in lieu of actual receipts.

## 1.5 Transportation

The Georgia Legislature in its 2005 special session passed legislation amending O.C.G.A. § 50-19-7 tying the mileage reimbursement rate for use of a personal motor vehicle to the rate established by the United States General Services Administration (GSA) pursuant to the Federal Travel Regulations Amendment 2005-01 as of July 1, 2005, or subsequently amended. These GSA rates are based on a determination of the most advantageous form of travel. Advantageous use may be determined based on energy conservation, total cost to the state (including costs of overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers. Documentation of the determination of "advantageous use" should be retained for audit purposes.

The timing of the adoption of revised GSA rates is controlled by the State Accounting Office and the Office of Planning and Budget (OPB). These two offices are responsible for establishing and updating the Statewide Travel Regulations. This responsibility was assigned to these organizations through House Bill 293 which was passed into law during the 2005 legislative session.

Useful links:

General Services Administration: http://www.gsa.gov/pov
DOAS Vehicle Cost Comparison Tool: http://ssl.doas.state.ga.us/vehcostcomp/

### *Vehicle Transportation*

A traveler will be authorized to choose between a personal vehicle and common carrier after careful analysis of the distance, timeliness and overall costs of a trip. Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.

A university employee is only authorized to use his or her personally owned vehicle under one of the following circumstances:

- A university owned vehicle is not available and the personally owned vehicle is the least expensive option

- The supervisor determines, and documents in writing, that use of the least expensive option is clearly not efficient. Travelers should obtain supervisory authorization for use of a personally owned vehicle in advance of such use

While driving your personal vehicle on university business, the university provides full liability coverage and personal immunity for the employee for damages and injuries the employee may cause to others. The university does not provide coverage for damages to your personal vehicle. Cost of repairs to a personal vehicle, whether they result from the traveler's acts, are not reimbursable.

Under no circumstance will the university reimburse parking fines or moving violations.

Any reimbursement of mileage claims paid to an employee in excess of rates stipulated in the Policy must be refunded to the university or characterized as taxable compensation to the employee.

## *Use of Rental Vehicles*

Employees are required to complete the DOAS Cost Comparison Tool to determine if the use of a rental vehicle is more cost effective than the use of a privately-owned vehicle.

***Exception – President of the institution is allowed to use privately-owned vehicle for all travel.***

## *Reimbursement for Use of Personally Owned Vehicle*

Reimbursement for transportation expenses incurred when using personally owned vehicles will be at the authorized rate per mile for the actual number of miles traveled in the performance of official duties. As indicated above, the reimbursement rate is tied to the rate established by the United States General Services Administration. The following rates are in effect:

Tier 1 Rate. When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as follows as of 1/1/2024:

| | |
|---|---|
| Automobile | $0.76 per mile |
| Motorcycle | $0.74 per mile |
| Aircraft | $1.935 per mile |

Tier 2 Rate. If a government-owned (CSU owned) vehicle is available, and its use is determined to be most advantageous to the state, OR if it is determined

(through institution policy or otherwise) that a rental vehicle (Statewide Rent-a Car contract) is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the rate of $0.235 per mile.

*The standard per-mile reimbursement rate includes gas, oil, repairs, and maintenance, tires, insurance, registration fees, licenses, and depreciation attributable to the business miles driven. If you request reimbursement for mileage, you will not be reimbursed separately for those costs.*

## *Limitations and Requirements for the Use of Personal Vehicles*

- Mileage reimbursements for business travel of 500 miles or less are eligible for the Tier 1 reimbursement rate of $0.76 per mile. Reimbursement will be calculated based on the total eligible business miles traveled.

- When business travel exceeds 500 miles round trip, employees must complete the DOAS cost comparison to determine whether utilizing a rental vehicle would be more advantageous to the state. The cost comparison must be completed prior to travel and maintained with the applicable travel documentation.

*It should be noted that a change in the GSA rate does not automatically change the rate for the State of Georgia. The State of Georgia rates are changed only upon notification from the State Accounting Office/Office of Planning and Budget via the SAO web site.*

The mileage reimbursement encompasses all expenses associated with the operation of a personal motor vehicle, with the exception of tolls and parking expenses, which are reimbursed separately. Normal commuting miles must be deducted when calculating total mileage reimbursement. When requesting mileage reimbursement employees are required to submit the DOAS Cost Comparison form with the expense report.

## *Determination of Business Miles Traveled*

Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination, less the normal miles traveled to work location each day. If an employee departs from headquarters, mileage is calculated from headquarters to the destination point. If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, with a reduction for normal commuting miles. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such

headquarters. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, with a reduction for normal commuting miles. Employees whose normal business function requires the use of a personal motor vehicle for travel from residence to multiple locations in a given day, or when an employee's "headquarters" differ from day to day should note on their Request for Authorization to Travel where their headquarters is located. It should not differ from one authorization to other authorizations.

*Exceptions:*

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles

- If an employee does not travel three or more days to an office (headquarters) outside of his/her residence (i.e., residence is "headquarters"), the requirement to deduct normal commuting miles does not apply.

- If an employee travels two days or less to an office (headquarters), the requirement to deduct normal commuting miles will apply.

Employees may also be reimbursed for business miles traveled as follows:

- Miles traveled to pick up additional passengers

- Miles traveled to obtain meals for which employee is eligible for reimbursement

- Miles traveled to multiple work sites

Example 1:

> Employee normal commute is 15 miles one way. Employee is required to travel to job site 40 miles from headquarters. Employee drives to headquarters, then to remote job site, then back to headquarters before returning home. Employee's business miles traveled are 80 miles.

Example 2:

> Employee normal commute is 15 miles one way. Employee is required to travel to job site 18 miles from headquarters. Employee drives to headquarters, then to remote job site, then home, which is 19 miles from remote site. Employee's business miles traveled are 22 miles, as follows: from headquarters to remote job site, 18 miles;

from remote site to residence, 19 miles minus 15 miles one-way normal commute.

Example 3:

Employee normal commute is 15 miles one way. Employee leaves from home to attend a conference 200 miles from the employee's residence. At the conclusion of the conference, the employee returns directly home. Employee's business miles traveled are 370 miles (400 actual miles traveled minus 30 round-trip commuting miles).

Example 4:

Employee normal commute is 15 miles one way. Employee leaves from headquarters on Monday for a remote job site 150 miles from headquarters. Employee acquires lodging 5 miles from remote work site. Employee returns to headquarters on Friday. Employee's business miles traveled are 340 miles, as follows: from headquarters to remote site, 150 miles; from remote site to lodging on Monday, 5 miles; from lodging to remote site and back to lodging Tuesday – Thursday, 10 miles each day (30 miles); from lodging to remote site on Friday, 5 miles; from remote site back to headquarters, 150 miles.

## *Prohibited Mileage Reimbursement*

Employees are not entitled to mileage reimbursement for travel between their place of residence and their official headquarters, or for personal mileage incurred while on travel status.

## *Recording Mileage Driven*

Actual odometer readings are not required, however a printout from MapQuest, Yahoo Maps, or Google Maps is required in order to provide sufficient documentation of the distance traveled. Personal/Commuting mileage will be excluded in determining the mileage for reimbursement. Claims exceeding mileage computed by the most direct route from the point of departure to the destination (due to field visits, traffic conditions, picking up passengers, etc.) must be explained in the on-line expense report.

## *Parking/Tolls*

The authorized mileage rate is to include the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in a personal or state vehicle. Low-cost, long-term parking or automobile storage should be utilized. Receipts for parking and toll expenses should be provided when possible. If receipts are not available, an explanation must be included in the on-line expense report. Receipts are required for parking and toll expenses if the expense is equal to or greater than $25.00.

## *Rental Vehicles*

Use of commercially leased vehicles will be left to the discretion of the supervisor and must be approved prior to departure. CSU has mandatory statewide contracts with Enterprise and Hertz rental car companies. Employees must rent vehicles from one of these vendors when the use of a rental vehicle is the best value. Travelers are responsible for securing the lowest cost contract rental available at time of booking.

Approved car rental sizes are Compact, Intermediate or Full Size. Vans (12 passengers only) may be rented when there are more than 4 travelers. Employees requiring the use of commercially leased vehicles will be reimbursed for gasoline purchases associated with the business use of such vehicle, provided appropriate receipts are included. (This excludes renters who are furnished a fuel card and are billed based on a specific calculation for that location.) Employees must decline optional fuel offerings offered by the car rental vendor. Maintenance and oil changes are the responsibility of the rental company and will not be reimbursed. Rental cars should be returned with the same amount of gas that it had when it was picked up. Travelers should pay attention to the fuel amount when they pick up the vehicle to ensure there are no overcharges for gas upon return of the rental car. Travelers must also document their final mileage prior to returning vehicle to the rental car company.

Employees will be reimbursed for costs associated with official use of such vehicles. Personal accident insurance on rental vehicles is not reimbursable. Employees traveling on state business inside the Continental U.S. in a rented motor vehicle are covered by the State’s liability policy; therefore, liability coverage should be declined when renting a motor vehicle. Loss Damage Waiver/Collision Damage Waiver (LDW/CDW) insurance is included in the statewide contract at no additional cost. If renting from a company that is not on the statewide contract, Loss Damage Waiver/Collision Damage Waiver insurance may not be included. When traveling to destinations outside the Continental U.S. (OCONUS), with the exception of Canada, the State Risk Management Department recommends that travelers accept collision insurance

when renting cars. DOAS Risk Management Services may be contacted if additional information is needed.

**NOTE:** The State liability policy is only in effect while the employee is using the rented vehicle for official State business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a State rented vehicle, is prohibited.

**NOTE:** For any exceptions to the policy with regard to Rental Cars please contact Department of Administrative Services.

In the event of an accident while driving a rental vehicle, contact the Risk Management Office at (877) 656-7475, as well as the appropriate car rental vendor, for claims handling.

### *State of Georgia Policy on Additional Insurance*

| When to Purchase Additional Rental Car Insurance | | |
|---|---|---|
| | Automotive Physical Damage Insurance | Liability Insurance on Vehicle |
| GA Statewide Rental Car Contract Vendors – All Locations | No | No |
| Non-Contract Rental Car Vendors – All Locations | Yes | No |

Employees that elect to rent a motor vehicle (commercially leased vehicle) while traveling outside the state of Georgia should identify the lowest available rates when contracting for such a vehicle. Use of commercially leased vehicles will be left to the discretion of the supervisor and must be approved prior to departure. Use of a rental vehicle must be justified by cost comparison to alternate public and commercial transportation, such as bus service, taxi service, airport van service, etc. This cost comparison must be provided with the travel report.

### *Ride Share*

Employees sharing a ride with another state employee using either a state or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile record section of the on-line expense report the name of the person they rode with and the dates of the trips.

### *Travelers with Physical and/or Medical Conditions*

The impact of travelers with physical and/or medical conditions, while on university travel, should be considered on a case-by-case basis. Compliance

with the Americans with Disabilities Act (ADA) is mandatory. Each department has the authority to provide reasonable accommodation during university travel for employees with disabilities.

All university employees are to be afforded equal opportunity to perform travel for official university business even if the travel costs for disabled travelers will exceed what would normally be most economical to the university.

### *Commercial Air Transportation*

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Employees who require air travel should obtain the lowest available airfare to the specified destination, which may include the use of the internet or a travel agency **(for out of state travel only).**

Below are a couple of sites that provide airfare rates:

http://www.kayak.com/
http://www.priceline.com/flights
http://www.expedia.com/

Reimbursement will be made upon presentation of a ticket stub, receipt, or other documentary evidence of expenditure along with the on-line expense report upon completion of trip. According to O.C.G.A. § 45-7-30, officials or employees traveling by commercial air carrier will not be reimbursed for higher class/grade tickets, such as business class, premium select, business select, first class, and comfort for domestic flights except for travel to Alaska and Hawaii. It is not permissible to confirm a higher fare for upgrade eligibility or for personal reasons. Upgrades at the State's expense are not permitted. However, upgrades may be purchased after the travel is booked at the Traveler's expense. Airfare which exceeds the cost of the lowest fare for the flight on which such official or employee is traveling will be reimbursed if the following apply.

- Space is not otherwise available
- A licensed medical practitioner certifies that because of a person's mental or physical condition specific air travel arrangements are required; or
- The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons. Prior written approval by the Vice President for Business & Operations is required on the above exceptions. For medical conditions, the Vice President for Business & Operations must be provided with the necessary medical certifications for any employee who requires special air travel arrangements due to medical conditions. The certification should also specify the expected

length of time such conditions would have an impact on travel needs. These certifications must be available for examination so that auditors can readily determine who is subject to these special travel provisions.

> ***Note:*** *Employees who choose to travel by personal vehicle when air travel is more cost-effective should only be reimbursed for the cost of the lowest available airfare to the specified destination. Department budget managers are responsible for determining lowest costs.*

Travelers on university business may open and maintain frequent flyer/guest accounts with airlines, car rental companies, and other travel suppliers. Any cost of these memberships is the responsibility of the traveler and will not be reimbursed by the university. Travelers may retain promotional items, including frequent flyer miles, earned on official university travel. However, if an employee makes travel arrangements that favor a preferred airline/supplier to receive promotional items/points and this circumvents purchasing the most economical means of travel, they are in violation of this policy.

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 or more. Travelers are not required to take a lower fare if a change of airline at the connection point is required.

## *Baggage Charges*

Most airlines are charging for checked luggage and for curbside check-in. In the event there is a charge for checking the traveler's first bag, the university will reimburse for that charge. The university will not reimburse for additional luggage unless an appropriate business explanation is provided.

Baggage charges incurred for excess weight will not be reimbursed, unless an appropriate business purpose explanation is provided.
The university purchasing card may not be used to make payment for checked luggage.

## *Upgrades to Non-Coach Travel*

State officials or employees may, at any time, use personal frequent flyer miles or similar programs to upgrade to non-coach travel. In addition, nothing in this policy shall preclude a state official or employee from personally paying for an upgrade to non-coach travel.

For purposes of conducting official state business, state officials or employees may negotiate or arrange for upgrades to non-coach travel with individual

commercial carriers if (1) the flight is international and over five hours in duration, and (2) the carrier agrees not to charge any additional cost to the state.

Indemnification received due to travel inconveniences imposed by airlines may arise when airlines overbook, change, delay or cancel flights. In these instances, airlines often offer the impacted passengers' indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel, and credits toward future flight costs. State employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the state.

### *Airline Cancellations*

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the institution will pay the penalties and charges.

### *Fees for Changes in Flights*

Most airlines charge an additional fee for changes in flights. Employees should make every effort to avoid changes, but if an additional fee is imposed for rescheduling, this becomes part of the travel expense and is reimbursable. The reason for the change must be documented. If the airline ticket is not used at all for reasons beyond the control of the employee, the employee may be reimbursed (with the approval of his/her supervisor), but this would not be considered a travel expense. The reason for the ticket not being used must be documented.

### *Airline Departure and Return*

When traveling by common carrier to conduct official state business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the institution of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the traveler's supervisor, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior written approval by the Budget & Finance Department is required.

## *Airline Reservations*

Travel plans should be made as far in advance as possible, once travel dates have been confirmed. To obtain discount rates, all flights should be booked at least 14 days in advance. Flights booked with less than 14 days' advanced purchase are more costly and require a written explanation for the booking delay. The explanation must be provided to the approver, who may deny charges that result from last minute airline booking.

Airline reservations can be handled by most travel agencies. Many travel agencies now charge fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs. **Employees are strongly encouraged to use the internet in order to avoid travel agency fees.**

Employees should use electronic ticketing, when available, to avoid any surcharge associated with hard-copy tickets.

Travel agencies used for making travel arrangements should not be related (by ownership) to the employee making, authorizing, or approving the arrangements. The travel agencies should also not be related to the employee actually traveling. A "related" party would include any members of the employee's family or any organization in which the employee or his/her family members have a financial interest. The purpose for not using such travel agencies is to maintain the institution's integrity in financial matters.

### Fly America Act

Airline travel reimbursement on federal and federal pass-through sponsored agreements is subject to the requirements found in the Fly America Act (49 U.S.C. 40118), which requires federal employees and others performing U.S. Government financed travel to use U.S. flag carriers for all air travel funded by the United States Government unless U.S. carriers are unavailable. This includes U.S. federal government employees and their dependents, consultants, contractors, **grantees**, and others.

***Note:*** *U.S. flag air carrier service is considered available even if:*

- A foreign air carrier would be at less cost to the traveler or institution; or,

- A foreign air carrier would be more convenient to the traveler.

## *Private Aircraft Transportation*

The use of aircraft owned, rented or operated by a traveler on university business is strongly discouraged. If it is determined that the use of this type of aircraft is advantageous (cost-efficient and practical) to the university, written pre-approval should be obtained and an explanation must be noted in the comments section of the Expense report. The approval should be submitted with the traveler's Expense report. In the comments section of the Expense Report the employee should add the following comment: "traveled by private aircraft; registration number *Nxxxx, mileage calculated [state source here]. Examples are Nxxxx, mileage calculated from US DOT website, or Nxxxx, mileage calculated from official state of Georgia highway map.*

Reimbursement for the use of a private aircraft is calculated per mile based on the current reimbursement rate which can be found on the SAO website. This rate follows the published GSA rate. For calculating mileage between airports, please visit the U.S. Department of Transportation Inter-Airport Distance website. For trips not listed on the website, a reasonable alternative should be used, e.g., an official highway map. Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1NM equals 1.15077945 SMs).

If a traveler opts to use a personal aircraft when use of a commercial aircraft would be the most economical and advantageous for the university, the traveler will be reimbursed up to the value of the commercial airfare (lowest coach fare).

## *Travel by Railroad*

Employees may be reimbursed for the actual cost of rail transportation, provided the appropriate personnel authorized the travel expense in advance. Employees traveling by rail are encouraged to obtain the lowest possible fare. There is no statewide contract for transportation by rail.

## *Ground Transportation*

Transportation by bus, taxi, online transportation network company (i.e. Uber and Lyft), or airport van will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place;

and between the lodging and meeting places if at different locations. It is expected that airport vans will be utilized when available, when arrival or departure is during daylight hours, and when they are the lowest cost alternative. If the cost is less than $25.00, receipts are not required for such items of transportation. A point-to-point explanation is required for each such item reimbursed.

Travelers may be reimbursed for reasonable ground transportation costs (personal car mileage, rideshare, shuttle, taxi, etc.) to/from eating establishments when such establishments are not located in the lodging location, are not fiscally prudent, or within safe walking distance of the lodging and/or the business function. The traveler may not request reimbursement for ground transportation costs for eating establishments distanced from lodging and/or business function based on personal choice ( i.e., traveling to St. Simons Island when lodging/business function is located on Jekyll Island). The State will reimburse tips for shuttle, taxi, or ride share services, up to 20% of total cost. Approvers should review these expenses prior to approving.

### *Required Documentation of Expenses*

All travel by rented or public transportation must be recorded on the on-line expense report. Employees requesting reimbursement must submit receipts for travel by commercial air carrier or railroad and for the cost of rental vehicles (including the cost of gasoline purchased). Although receipts are recommended, employees are not required to submit receipts for travel by mass transportation, taxi, or airport vans unless such costs are $25.00 or greater. However, a point-to-point explanation is required for each item reimbursed. All transportation expenses should be itemized within the on-line expense report.

## 1.6 Miscellaneous Expenses

Reimbursable expenses include but are not limited to the following:

| Miscellaneous Reimbursable Expenses |
|---|
| Baggage handling services only, this does not include tips |
| Business office expenses (copy services, postage, and supplies) |
| Business related phone calls, faxes, and internet usage charges and fees |
| Conference/Registration fees |
| Costs related to passports and travel visas when necessary to accomplish the official business purpose of the trip |
| Costs related to vaccinations required and/or recommended for international business travel |
| Currency conversion fees |
| Laundry or cleaning expenses on trips lasting seven (7) calendar days or more |
| Reasonable incidental travel expenses, also known as incidentals, are reimbursed separately from Per Diem Rates for In State and Out of State travel |
| Transportation costs from lodging or businesses to restaurants (domestic travel only). |

### *Registration Fees*

Registration fees required for participation in workshops, seminars or conferences which an employee is directed and/or authorized to attend will be allowed when supported by a paid receipt or copy of a check showing payment. Any part of registration fees applicable to meals will be reported as a meal expense and not as a registration fee, if the costs can be separately identified. Registration fees may be prepaid.

### *Baggage Handling Services*

Employees may be reimbursed for expenses associated with baggage handling services (porterage) when an expense is actually incurred in moving luggage into or out of lodging places, common carriers, and/or airports, and when such expense was necessary. Employees should

not be reimbursed for such expenses when they choose to use baggage handling services as a convenience to the employee. Most airlines are now charging for checked luggage and for curbside check-in. Baggage charges incurred for excess weight will not be reimbursed, unless an appropriate business purpose explanation is provided. In the event there is a charge for checking luggage, the State will reimburse for a maximum of one (1) luggage.

### *Telephone/Telegraph/Fax Expenses*

Employees may be reimbursed for expenses incurred for work related telephone, telegraph, and fax messages. Employees must document these claims using the on-line expense report and indicate the location from which each call was made, the person contacted, and the reason for the communication. Personal calls made while on travel status are not reimbursable.

### *Stationary/Supplies/Postage Expenses*

Expenditures for stationery, supplies, stenographic, or duplicating services may be reimbursed, provided the expense is directly associated with a work-related project and the cost is reasonable. In addition, work-related postage expenses may be reimbursed. Employees requesting reimbursement for these expenses must document actual expenses on the on-line expense report and explain the purpose for these expenses.

### *Visa/Passport Fees*

When travel required by an employer necessitates the use of a passport and/or visa, and the employee does not currently possess such valid document(s), the related visa/passport fee is eligible for reimbursement when documented by a receipt.

### *Internet Usage Charges*

Employees may be reimbursed for work-related internet usage charges. These charges should be separately identified on the itemized hotel/motel bill but should not be listed on the expense report as “lodging.” These charges should be included in the “All Other Miscellaneous Expense” section of the on-line expense report.

### *Non-Reimbursable Expenses*

The following expenses are not reimbursable unless specific legal authority has been established:

| Miscellaneous Non-Reimbursable Expenses |
| --- |
| 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 |
| Childcare costs |
| Clothing or toiletry items |
| Commuting between Residence and Primary Workstation |
| Country Club dues |
| Expenses related to vacation or personal days taken before, during or after a business trip |
| Haircuts and personal grooming |
| Incidental travel expenses are included in International Per Diem Rates and are not separately reimbursed. |
| Laundry, cleaning, pressing costs for trips of less than seven days |
| 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 |
| Lost Baggage |
| Luggage or briefcases |
| Medical expenses while traveling |
| Mini-bar charges |
| Movies |
| No-show/Cancellation fees or fees located to late check-out (unless business or weather related) |
| Personal reading materials (magazines, newspapers, etc. |
| Personal vehicle maintenance (including car washes) |
| Personal entertainment |
| Personal pet care |
| Recreational expenses |
| Rental vehicle maintenance (including car washes) |
| Saunas, massages |
| Shoeshines |
| Souvenirs or personal gifts |
| Tips covered by per diem allowances |
| Traffic citations (moving violations), parking tickets, court fees, and other fines |
| Travel accident insurance premiums |
| TSA Pre-Check application fee for airport pre-screening convenience service |
| Valet services for parking, when self-parking options are available, unless there are valid security reasons |

**Restrictions upon Combining Personal Travel with State Business Travel**

For in state and out-of-state trips that combine personal travel with state business travel, reimbursement will not exceed the amount of what it would have cost the state if the traveler did not combine personal travel with business travel. Combining State travel with personal travel does not in and of itself provide justification for using a private vehicle rather than a state-owned vehicle.

For out-of-state trips between points where scheduled airline service is available and where travelers are combining official state travel with a holiday, weekend trip, vacation or other personal travel, payment will be based on the cost of round-trip coach airfare and the meal and lodging per diems to which personnel would have been entitled while traveling by air or by the least expensive reasonable means of travel. The employee must provide a written analysis with justification for the expenses to be reimbursed. The analysis should include references to round-trip coach airfare with associated meal and lodging costs for the trip without personal travel. This written analysis/justification must be approved by the employee's supervisor.

## 1.7 Reimbursement Procedures

### *Responsibility for Processing*

Responsibility for appropriate audit, approval, and reimbursement of employee's on-line expense reports is vested in the Budget & Finance Department. Each expense report must be approved by the authorized department immediate supervisor/budget manager. The Travel & Expense Analyst will process completed and approved expense reports in an expeditious manner.

### *Prior Approval Amount Limits*

In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the Department Budget manager. Expense reports cannot be resubmitted at a later date or at year-end for additional reimbursement.

### *Submission by Employee and Time Constraints*

The expense report must be submitted online (using the PeopleSoft Employee Self Service module) within 10 days of completion of the trip but no later than 45 calendar days. Submit original receipts, cost comparisons, and maps (i.e., commute and trip maps) for mileage reimbursement and keep copies for departmental files. Per IRS regulations, expense reports submitted in excess of 60 days after trip completion may not be reimbursed and any amounts reimbursed will be added as taxable income to the employee.

### *Processing Time by the Travel & Expense Analyst*

Reimbursements are processed within 5-10 business days. However, this depends on the report being submitted in the system and all documentation (receipts and hard copies of report) being received in a timely manner. Employees may review the status of expense reports on-line via the PeopleSoft Expense Module through Employee Self Service.

### *Distribution of Funds*

Reimbursements are distributed according to the banking information entered in Payroll through ADP.

## 1.8 Travel Procedures for Employees

### *Request for Travel Authorization*

The Travel Authorization form should be completed and submitted to allow time for all required approvals to occur at least ten working days prior to the anticipated travel date. Upon returning from a trip, the employee should submit a completed online expense report from the approved travel authorization. The online report will be automatically routed to the department budget manager. The department budget manager should review the expense report for accuracy and compliance with travel regulations. If the report is in order, the form should be approved and routed to the Travel & Expense Analyst.

### *Internal Revenue Service Requirements*

In order for travel advances and reimbursements of travel expenses to be excluded from a traveler's taxable income, the State's travel policies must meet the Internal Revenue Service (IRS) requirements for an "Accountable Plan". In general, this OPB Policy Memorandum No. 1 (Revision No. 5), and the State Accounting Office - Statewide Travel Policy have been developed with the IRS Regulations as their primary payment framework. Accordingly:

- Advances and reimbursements must be reasonable in amount, must be made for travel only, must be in line with actual costs incurred and must be within Policy limitations. Expenses that do not comply with Policy guidelines will be the obligation of the individual that incurred the expense.
- Advances and reimbursements must be reasonable in amount, must be made for travel only, must be in line with actual costs incurred and must be within Policy limitations. Expenses that do not comply with Policy guidelines will be the obligation of the individual that incurred the expense.
- Employee must submit expenses via PeopleSoft substantiating the amount, date, use and business purpose of expenses within 10 days, but no later than 45 calendar days after completion of the trip or event.
- Expenses submitted more than 60 calendar days after completion of the trip or event, will be included in the employee's W-2 Form as taxable income.
- Travel expenses associated with advances must be reconciled and submitted in PeopleSoft within 10 days, but no later than 30 calendar days after completion of the trip or event. Any portion of an advance that was not used must be returned, within 10 days after completion of trip or event.
- Advance amounts in excess of substantiated travel expenses that are not returned to the State within 120 days after the trip should also be included in the traveler's IRS Form W-2 as taxable income.

## *Travel Cash Advance*

*Travel advances refer to any payment to an employee for travel expenses made prior to the scheduled trip.*

*O.C.G.A. § 45-7-25 and O.C.G.A. § 45-7-26 authorizes the payment of travel advances to employees of all State agencies and charges the Director of the Office of Planning and Budget (OPB) with the following responsibilities.*

*"The Director of the Office of Planning and Budget shall develop the necessary rules, regulations, and procedures to govern the advance of State funds to employees prior to travel in the conduct of official State business, and to provide for proper accounting of the State funds advanced to such employees on a timely basis following such employees return from travel status."*

*Accordingly, regulations have been developed which cover the payment and accounting for travel advances, as well as related matters.*

*O.C.G.A § 50-5-5 authorizes and charges the State Accounting Officer, in cooperation with the Office of Planning & Budgeting, to adopt rules and regulations governing in-state and out-of-state travel and travel reimbursement.*

*Policies and procedures related to reporting travel expenses and reconciling expenses with travel advances are provided for in the State Accounting Office – Statewide*

*Accounting Policy & Procedure – Statewide Travel Policy. Clayton State University has adopted appropriate rules and regulations for cash advances.*

## *Travel Advances – Purpose and Intent*

The purpose of travel advances is to minimize the financial burden on employees while traveling on behalf of the State. This objective can be accomplished by providing cash advances to traveling employees. State agencies should carefully consider the need to issue cash advances. Travel advances are limited and available only to an employee whose current annual salary is $50,000.00 or less when traveling within the United States. However, travel advances are available to an employee, regardless of salary level, for international travel.

The travel purposes for which funds may be advanced include anticipated subsistence, as well as mileage and other transportation costs which are allowable as reimbursable travel expenses under guidelines issued by Clayton State University, the State Accounting Office and OPB. Travel advances are not required by State law or by these regulations but are left to the discretion of each agency head. Department heads, Deans or their designees are required to specifically authorize each cash advance made to an employee.

When submitting a cash advance to the Budget & Finance Department, the employee is required to sign the ***Repayment Agreement for Cash Advance Form***; in which the traveling employee agrees to pay all amounts by the dates specified in the agreement and provide required documentation. The following documents must be received before a Cash Advance can be approved:

- Repayment Agreement (service.clayton.edu/budgetandfinance
- Travel Authorization (must include business purpose)
- Flyer (if applicable)
- Roster with signatures

## *Travel Advance Request*

Users should make requests for travel advances via the PeopleSoft Travel module. For details on how to request a travel advance for approval, refer to:

http://www.clayton.edu/accounting-services/expenses/travel/createacashadvance

## *Timing and Amount of Cash Advances*

Eligible employees may request an advance before an official business trip to cover expenses which will be ultimately reimbursed by the State. A travel advance request should be submitted via the PeopleSoft Expense module no more than 30 business days and no less than 7 business days prior to travel. Any request made less than 5 business days prior to travel, may not be approved or processed.

Because the Clayton State University Travel Policy has been developed in accordance with Internal Revenue Service (IRS) requirements for an "Accountable Plan", per IRS Rule 1.62-2(g)(2), an advance should be provided to the employee no more than 30 days prior to travel.

The requested amount must be related to the estimated cost of required travel but must be held to a minimum and allowed only when an advance is warranted in the judgment of the agency head. A travel advance will not be made for less than $100.

## *Accountability and Responsibility for Funds Advanced*

An employee who receives payroll via ACH (direct deposit) will also receive a travel advance via ACH (direct deposit) in the bank account indicated within the employee's payroll system.

All employees are fully responsible for funds advanced to them and shall account for those funds in the manner specified by the Clayton State University Travel Policy. The liability of the employee extends to travel advance funds which are lost or stolen. Neither State Law nor these regulations, however, in any way relieve the agency head from the responsibility of accounting for all funds expended for travel purposes.

## *Travel Advance and Expense Reconciliation*

Travel expenses and advances must be reconciled and submitted as soon as possible, but no later than 45 calendar days after the completion of the trip or event, "matching" the expenses to the approved advance by providing the appropriate receipts and documentation. When the actual travel expenditures exceed the amount of the cash advance, the employee shall be reimbursed for the amount of the excess. If the actual travel expenditures are less than the amount of the cash advance, the employee shall reimburse the agency for the difference. This reimbursement shall be made at the same time that the travel expenses are substantiated and submitted. Payments should be made in the Bursar's Office and receipt of payment should be sent to the Travel & Expense Analyst with expense report.

- Advances that remain open and unreconciled more than 120 days after the date of travel should be included in the employee's IRS Form W-2 as taxable income.

- In cases where a planned trip or event is canceled or indefinitely postponed, any advances must be reconciled, and the funds returned within two business days from such notice of cancellation or postponement. Failure to do so will result in the advance amount being deducted from the employee's next available paycheck. In addition, the employee may be subject to disciplinary action.

- Employees who require payroll earnings adjustments for unreconciled Travel Advances to collect amounts due the University are not eligible for advances in the future.

- In general, a traveler should have only one travel advance outstanding at a time. However, in certain business cases (such as having multiple advances issued for the same trip, or for accommodating continuous business travel), it may be necessary to have more than one outstanding advance.

Upon termination of employment, all employees must promptly account for and return any outstanding advances; otherwise, open advances will be deducted from the employee's final paycheck or annual leave payout. Human Resources shall take steps to provide for a checkout procedure to ensure that terminating employees do not have outstanding cash advances and/or outstanding travel expenses. In any event, travel expenses submitted more than 45 days after the last day of employment will not be reimbursed.

## *Recovery of Cash Advances for Continuous Travel*

Employees who are in a continuous travel status and have been given a blanket routine travel authorization, the full recovery of any cash advance is not required until the employees are removed from continuous travel status. Both the employee and the Department Head, Dean or his/her designee shall be responsible for ensuring that the cash advance does not exceed the expected travel expenses for one (1) pay period. Travel expenses incurred during each pay period shall be reported on the travel expense statement and submitted at the end of the period. Any reimbursement of funds to the employee must not increase the outstanding cash advance above the authorized limit.

## 1.9 Travel Expense Report

The on-line expense report is to be completed by the individual traveler. In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department budget manager. On-line expense reports cannot be resubmitted at year-end for any additional reimbursement.

The expense report should be submitted online (using the PeopleSoft Employee Self Service module) within 10 days of completion of the trip. Submit original receipts and cost comparisons to the Budget & Finance Department and keep copies for departmental files. Note that IRS regulations require the expense report be completed within 60 days of trip completion. Specific yearend cutoff dates will be established during the last quarter of the fiscal year. Expense reports will not be reimbursed after the cutoff date.

All receipts and paid bills must be original. The employee's electronic signature on the on-line expense report attests that the information presented on the report is accurate. Employees who provide false information are subject to possible termination of employment and/or to criminal penalty of a felony for false statements, which is subject to punishment by fine of not more than $1,000 or by imprisonment for not less than one nor more than five years.

The on-line report will be automatically routed to the department budget manager. The department budget manager should review the expense report for accuracy and compliance with travel regulations. If the report is in order, the form should be approved and routed to the Budget & Finance Department. By approving the form and allowing its routing to the Budget & Finance Department, the approver is performing several functions. These functions are discussed in detail immediately below.

By approving travel expenses, the approver is attesting that he/she has thoroughly reviewed each transaction and the supporting documentation and has verified that all transactions are allowable expenses. The approver is the "check" in the expense reporting process to identify potential or actual errors in expense reporting and is equally accountable for all expenditures. The approver role should be assigned to an individual who can judge the business appropriateness of each expenditure. It is recommended, but not required, that approvers have the responsibility of approving expenses for no more than 25 expense submitters.

Each transaction must be consistent with departmental budgetary and project/grant guidelines. The approver must be sure the correct funding sources are charged, in keeping with proper fiscal stewardship. Under no circumstances should an individual approve his/her own expense submission. Should expenses not meet approval guidelines, the expense approver may deny the expense.

Denied expenses will be considered a personal expense to the employee and will be processed in accordance with the policies herein as either a reduction in the traveler's reimbursement due, an amount due the agency, or a payroll deduction (future) accordingly.
Upon granting approval of expense submissions, approvers are certifying:

- Appropriateness of the expenditure and reasonableness of the amount
- Availability of funds
- Compliance with funding agency regulations and State reimbursement policies
- Completeness of documentation and accuracy

After the approver has verified the report is in order, the form should be approved and routed to the Budget & Finance Department for processing.

## 1.10 Registration Fees and Associated Membership Fees

There are instances where membership fees may be considered as part of registration fees. These may be allowed if the savings on the cost of registration is more than the cost of membership. For example, membership fees are $100. The cost of a workshop to members is $150 and to nonmembers it is $300. The registration fee and membership combined ($250) is less than the nonmember registration. By joining, there is a cost savings to CSU.

In this example, the combined registration fee and membership fee may be submitted as registration fees. A detailed explanation of the cost savings afforded by paying the membership fee should be included with the Prepaid Registration Form or the on-line expense report.

### *Registration Fees Prepaid by the University*

Registration fees required for attendance at meetings, conferences, seminars, and workshops may be paid in advance by the university. In order to request advance payment of registration fees via check, the following items must be submitted to the Budget & Finance Department:

- Payment request must be submitted using PeopleSoft Financials
- Submit Supplier Information form using ServiceNow (if applicable)
- Documented evidence of an approved Travel Authorization for the trip
- Agenda of conference, workshop or seminar
- Original and one additional copy of the completed registration form

All checks for the payment of registration fees should be sent to Accounts Payable for payment unless otherwise noted on the payment request. An

employee planning to prepay a registration should allow adequate time for processing.

### *Registration Fees Paid by the Employee*

Registration fees may be paid by the employee in advance using a personal check or a personal credit card. Employees may also pay registration fees at the meeting or workshop. Under these circumstances, reimbursement will be processed after the trip via the on-line expense statement. Receipts are required.

### *Registration Fees Paid Using the Departmental Purchase Card*

Registration fees may be paid in advance utilizing the Departmental CSU Purchase Card for the employee's home department. Reporting of the registration fee will be in accordance with the Purchasing Card processing outlined in Chapter 14 of CSU BPM (Procurement of Goods and Services) and the p-card documentation should include the prior approval for travel.

## 1.11 Provisions for Authorized Non-Employees

This section addresses non-employee travel to include students, consultants, and individuals applying for a job at the institution, etc... An individual may be subject to different rules depending on the capacity in which they are participating in an event. For example, Volunteers might include employees or students if the individual is operating in a capacity separate from their employee or student role. An employee or volunteer attending a student event in the capacity of a student would be considered a student. A student work participating in an event while being paid would be considered an employee. Travel expenses for non-employees should be limited to certain circumstances as described below:

- Students authorized to travel for participation in academic programs and sanctioned student events to include athletic and recruiting events. Students include individuals enrolled to take classes at an institution, including students enrolled in Continuing Education, and individuals being recruited as potential students.
- Individuals contracted to perform a service for the institution where the contract provides for travel expense reimbursement.
- Research, academic conference, or academic event travel funded by a grant award to the institution in those instances when the grant award specifically authorizes payment for non-employee travel in support of research, academic conference, or academic event.

Job applicant travel associated with an interview as specified in institutional policy. Institutions electing to pay travel expenses for job applicants shall develop

a policy, approved by the president, which addresses the positions that are eligible for travel expense reimbursement. When developing this policy, consideration should be given to funding availability and the business necessity of paying travel. Consideration also should be given to allowing travel expenses to be paid only for senior administration and faculty job applicants. Any exceptions to the institution policy shall be pre-approved by the institution president.
Viable methods to pay job applicants include:

- Including interview expenses in the contract with an external search firm
- Requiring a job candidate to perform a service to the institution, such as a presentation on subject matter applicable to the position applied for. Consideration provided to the candidate for this service would be the reimbursement of travel expenses.
- Requesting travel expense reimbursement for the job candidate from the Foundation.

### *Student Team and/or Group Travel*

Students must be enrolled at Clayton State University and the travel must be associated with an approved athletic team event or an official event sponsored by Student Activities or Academic Instruction.

Travel approvals and reimbursement procedures are consistent with the Clayton State University Travel Regulations. All Student Team and/or Group Travel funded by Student Activities funds must also comply with all of the terms and conditions found in the Student Travel Request Checklist that may be found at: http://www.clayton.edu/campus-life/Organizations/Resouces-Forms.

For Team or Group Travel approved by a supervisor, an advance check payable to the Team or Group leader may be issued for the estimated cost of the travel if the payment cannot be paid directly to a vendor. If the Group or Team Leader is a CSU employee, the advance may be initiated using the Cash Advance option in PeopleSoft. If the Group or Team Leader is not a CSU employee, the Check Request form should be used to request the advance. Upon completion of travel, the Team or Group leader should deposit all unused funds with the Bursar's Office, followed by documenting the trip expenses on the on-line Expense Report. If funds were provided to individual team or group members, a properly completed roster of names and amounts should be submitted to the Budget & Finance Department. If travel expenses exceed the travel advance, the remaining reimbursement, if approved, will be disbursed to the Team or Group leader.

If the Team or Group leader is a CSU employee, then the employee's individual expenses should be submitted via the on-line expense report for employees.

## 1.12 Student Employee Travel

Occasionally, a student employee at Clayton State University may be required to travel in the performance of job duties. These travel expenses may be reimbursed to the student employee upon proper completion and approval of required forms. Authorization for travel and request for reimbursement for travel expenses should be obtained using the **Travel** & Expense Module.

All regulations and policies pertaining to regular employees also apply to student employee travel.

## 1.13 International Travel

The following policies must be adhered to when traveling internationally. The Travel Authorization form must be approved by employee's immediate supervisor or higher administrative authority prior to travel, dated and submitted with the traveler's expense report.

### *Air Travel*

First class travel reimbursement is prohibited. Business class travel is allowed for international flights.

The Fly America Act was enacted to mandate the use of U.S. flag air carriers for federally funded international travel. The Federal Travel Regulations requires international flights be on U.S. flag air carriers whenever possible, which is accomplished when code sharing is present. Code sharing occurs when two or more airlines "code" the same flight as if it was their own. In other words, the international flight may be on a foreign air carrier's plane but is considered the same as one operated by an U.S. flag air carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt).

What does this mean to you? If you are scheduling international travel that is federally funded, you must ensure that all flights, where possible, are scheduled on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag air carrier.

## *International Meals & Incidentals Reimbursement*

For employees traveling internationally, meals, taxes, tips on meals, and other travel incidentals are included in the Per Diem Rate. **Gratuity outside of the per diem amounts will be reimbursed up to 20%.**

Incidental travel expenses included in the per diem rate for international travel include fees and tips given to porters, bellhops, hotel housekeeping, stewards/stewardesses, and hotel staff.

Ground transportation costs (e.g., taxi, shuttle) to and from airports and railroad stations, and between business meetings, as well as the Reimbursable Miscellaneous Expenses are not included in the per diem and are reimbursed separately. These expenses are reported as miscellaneous expenses on expense report.

Travelers are eligible for 75 percent of the total per diem rate on the first and last day of international travel.

## *Other International Travel Expenses*

With proper documentation, justification, and approval, the State will reimburse:

- Currency conversion fees or traveler checks, when deemed necessary
- Bank charges for international ATM withdrawals
- Services of guides, interpreters, packers, or drivers, when deemed necessary
- Fees for the issuance of passport, visas, and/or affidavits, when required for business international travel
- Costs related to vaccinations and inoculations required and/or recommended for international business travel

## *Foreign Currency Conversion*

When a traveler incurs expenses in a foreign currency each expense should be converted to United States dollars (USD). The following methods are acceptable:

- Credit card statement: If the expenses are charged, the credit card company will convert them to USD.

- Conversion of charges via the internet for the dates of travel. Acceptable sites: Oanda Converter and Yahoo Finance Converter - these sites allow for built in exchange fees and specific travel dates.

Use the following formula for currency rate conversion based on actual cash exchange:

F x C = U

F = amount of charges in foreign currency

C = conversion factor (USD's per unit of foreign currency)

U = equivalent expenses in US dollars

Example:

F = $100 of charges in Canadian Dollars

C = $.68 USD's per Canadian Dollar

U = $100 CD x $.68 USD/CD = $68 USD

## 1.14 Frequently Asked Questions

### *How do I set up my PeopleSoft User Account?*

The system will walk you through the steps to set up your expense self-service account.

- Go to https://www.usg.edu/gafirst-fin/
- Click "Register for My Account"
- Below the sign-in you will need to click the "Register for My Account" link
- Enter your Date of Birth in the format shown, mm/dd/yyyy
- Enter the last 4 digits of your social security number
- Enter your 5 digit zip code

The last 3 steps above validate that the information entered matches your information with our Human Resources department (same as shown in ADP)

- Enter a User Id - please use the same id as you are currently using to log into the network, usually first initial and last name
- Enter a password, it is case sensitive and requires at least 10 characters, must contain at least 2 numbers, and have one upper case letter.

- Enter your email address.

After completing the setup, if you see a “Sign out” option on the top right it will take you back to the sign-on page. If you do not see a sign out option, return to the expense sign-on page from our webpage, www.clayton.edu > Offices & Departments > Accounting Services > Expenses > Travel > Links > Expense Self Service.

Sign in from GeorgiaFirst Financials:

- Click GeorgiaFirst Self-Service
- Select Clayton State University for Sign-on Authentication
- Enter Email Address and Password
- Verify Account by selecting text me or call me
- Enter Microsoft Verification Code
- Click Nav Bar (right corner of screen)
- Click Navigator
- Click Employee Self-Service and Employee T&E Center
- Click Expense Report and Create
- Select “Profiles and Preferences”, then “Review/Edit Profile”
  Select the Organizational Data tab and under HR Information, confirm that you are on a record that reads “Active” under the Employee Status. If you have multiple active records, by using the arrows on the top right (First<1of?>Last) select the record that has the Default Profile option checked.
- The account string shown in the “Default Chartfield Values” section is the information that will default when you create an expense. The fund, program, class, budget ref, and department must be entered. Project code is optional. There is usually an administrative assistant or budget manager for each department who has this information. Once this information is set up, it will default to each expense when it is created.
- Budget Ref is based on the current fiscal year.

For technical problems contact William (Josh) Bartlett, IT Database Professional
(678) 466-5530 or WilliamBartlett@clayton.edu

For functional questions contact Tiffany Hines, Travel & Expense Analyst
(678) 466-5513 or tiffanyhines@clayton.edu

### *What link do I use to log in to Self-Service?*

https://www.usg.edu/gafirst-fin/

### *What if my password for Self-Service doesn't work?*

If you have problems with your password, click on the 'Forgot Username or Password' link below the Sign-in button. This will guide you through the steps to receive a temporary password through email. If you experience problems with this link please contact William Bartlett at X5530.

### *How do I Create a Travel Expense report?*

- Before you begin, you will need to know the Fund, Department, Program, and Class for your department. Please contact the Budget Manager for your department for this information.
- Log in to GeorgiaFirst Financials: https://www.usg.edu/gafirst-fin/
- If you have problems with your password, click on the 'Forgot Username or Password' link below the Sign-in button. This will guide you through the steps to receive a temporary password through email. If you experience problems with this link please contact William Bartlett x5530.
- Click on NavBar (upper-right corner of screen)
- Click on Navigator
- Click on Employee Self Service
- Click on Employee TE Center
- Click on Expense Report
- Click on Create
- Under General Information:

- Fill in your Description. (Example: Travel Reimbursement/Mar 2019)

- Choose the appropriate Business Purpose from the Business Purpose drop down menu.

- Enter your Destination Location. If you choose to search for your Destination Location, click on the Magnifying Glass to the right of the Destination Location box. Change the Search by option to Description. Enter the appropriate Destination Location name or the first few letters in the 'Begins With' box, click on 'Look Up' and double click on the appropriate Destination Location name. If the Destination Location you need is not found then choose a Destination Location close by.

- Enter a brief description of this report in the Comment section including your Beginning Location and your Destination Location

- Click the Accounting Defaults link and verify that the Fund, Department, Program and Class are correct for this expense. If not, you may change it here and click OK. This information will change for this report only. Bud Ref should reflect by default the current Budget Year (ex. July 1, 2022 – June 30, 2023 would be 2023)

- Under the Details section you will need to choose the appropriate Expense Type by clicking on the drop down arrow

- Enter Date, Amount and Payment Type

- Please note that you should click on the 'Save for Later' button periodically to prevent loss of data as the report will time out

- Click on the 'Detail' link and enter specific information about your expense in the Description section

- Be sure your accounting info is correct by clicking on the 'Accounting Details' link.

- Click on 'OK' to return to previous page.

- Click on 'Return to Expense Report'. If you don't click on this link your entries/changes will not be saved.

- Click on ‘Check for Errors’. If you have errors (Red Flags) please be sure to check that your accounting info is correct, odometer readings, location and times have been entered correctly. If corrections are made be sure to click on ‘Return to Expense Report’.

- Click on 'Update Totals'.

- Click on 'Submit'. When the Summary comes up click on 'OK'. This takes you back to your expense report.

- Click on ‘Printable View’ on the bottom right to print a hard copy to submit to your supervisor along with your receipts and a copy for your records if desired.

### *How do I Modify a Travel Expense report?*

- Log in to GeorgiaFirst Financials: https://www.usg.edu/gafirst-fin/
- If you have problems with your password, click on the 'Forgot Username or Password' link below the Sign-in button. This will guide you through the steps to receive a temporary password through email. If you experience problems with this link please contact **William Bartlett x5530 or** WilliamBartlett@clayton.edu.

- Click on NavBar (upper-right corner of screen)

- Click on Navigator

- Click on Employee Self Service.

- Click on Employee TE Center

- Click on Expense Report.

- Click on 'Modify'.

- Enter your Report ID if you know it and click on ‘Search’. If you don’t know it you can search by name by clicking on the drop down menu and choosing ‘Name’. Enter your last name or the first few letters then click on ‘Search’.

- You should see a list of reports that you have submitted previously along with their status.

- Choose the appropriate report.
- Please note that you should click on Save for Later periodically to prevent loss of data as the report will time out.
- Make changes as needed.
- If you click on the ‘Details’ link to make changes, be sure to click on the ‘Return to Expense Report’ link. If you don’t click on this link your changes will not be saved.
- If you need to add a line click on ‘Add’ by the drop down menu under the expense lines. It should default to ‘New Expense’. Fill in all fields as needed. Click on ‘Details’ to complete the entry of your information and then click on the ‘Return to Expense Report’ link to save your changes.
- If you need to delete a line click in the corresponding box to the left of that line. Click on ‘Delete Selected’.
- When your changes are complete click on ‘Check for Errors’ and then ‘ Update Totals’.
- Click on ‘Submit’. When the Summary comes up click on OK. This will take you back to your expense report.
- Click on ‘Printable View’ on the bottom right to print a hard copy to submit with your receipts and one for your records if desired.

### *How do I Delete a Travel Expense report?*

- Log in to GeorgiaFirst Financials: https://www.usg.edu/gafirst-fin/
- If you have problems with your password, click on the 'Forgot Username or Password' link below the Sign-in button. This will guide you through the steps to receive a temporary password through email. If you experience problems with this link please contact **William Bartlett x5530**.
- Click on NavBar (upper-right corner of screen)
- Click on Navigator
- Click on Employee Self Service.

- Click on Expense Report.
- Click on Delete.
- Enter your Report ID if you know it and click on ‘Search’. If you don’t know it you can search by name by clicking on the drop-down menu and choosing ‘Name’. Enter your last name or the first few letters then click on ‘Search’.
- You should see a list of reports that you have submitted previously along with their status.
- Choose the appropriate report and click on ‘Delete’. No further action is required.

### *How do I view my Travel Expense report?*

Log in to Self-Service. Click on Employee Self-Service, Expense Report, and View/Print. You may search for your report by name or report id number.

### *Can I copy and then modify a previous Expense Report?*

No. This will cause errors within the system. Please create a new report each time. (See pg. 55-57 for instructions on how to create a new report)

### *Will my Supervisor/Approver need to sign the hard copy of my Travel Expense report?*

This is up to the individual supervisor/approver. At this time, it is not required since the approval is given and date/time stamped in the system.

### *Can I be reimbursed for expenses incurred prior to my travel?*

No. You will need to wait until you return to request reimbursement.

### *Can I be reimbursed for non-commercial lodging facility?*

No, travelers cannot be reimbursed for non-commercial lodging facilities, such as Airbnb, VRBO, etc.

### *What documents are required for travel related expenses when submitting a payment request?*

In order for a payment request to be processed for travel-related expenses, we will need original receipts or invoices showing the amount to be paid. We will

also need a travel authorization form signed by the employee traveling and also their supervisor. All payments requests for travel related expenses must include a travel authorization form in order to be processed.

## *How can I pay for lodging if I do not have a credit card and a cash advance is denied?*

We have learned that some hotels have changed their business practices and are requiring checks for the payment of lodging at least 10 business days in advance of check-in. Due to this industry change and an increase in the number of requests for (1) advance hotel payments and (2) rush payments before travel dates; we are establishing a new procedure to (1) reduce the risk of hotels not accepting our checks and (2) ensure that faculty and staff receive the check in a timely manner to pay for lodging expenses. This new procedure will eliminate the risk of the hotel not accepting the check. The new procedure is listed below.

Budget & Finance must receive the request and all appropriate backup documentation **at least 14 business days in advance** of the travel date or the request may be returned to you. If returned, you will need to pay for the lodging cost and submit a reimbursement request upon returning from the travel. This is due to most hotels adopting new policies of not accepting checks at the time of arrival/departure.

Submit a payment request made payable to the hotel for the exact amount of your lodging **at least 14 business days in advance**. Be sure to obtain confirmation from the hotel showing your confirmation number and amount. Submit the confirmation and travel authorization with your payment request. Be sure to retain a copy of all of your documents for your records and please take a copy of your confirmation with you in case of discrepancies.

### *Can I be reimbursed for non-commercial lodging facility?*

No, travelers cannot be reimbursed for non-commercial lodging facilities, such as Airbnb, VRBO, etc.

## *Why haven't I received my Travel reimbursement?*

Please check the status of your report by logging in to Self-Service. Click on Employee Self-Service, Expense Report, and View/Print. You may search for your report by name or report id number. If your report is in a 'Pending' status, you will need to click on the 'Submit' button in order to allow the report to move through the system. If you have submitted your report, please check with your Approver/Supervisor to see if it is in their worklist awaiting approval. Once your report is approved, it will move into the AP Approvers worklist for reimbursement processing.

## *When will I get my Travel reimbursement?*

Reimbursements are processed within 5-10 business days. However, this depends on the report being submitted in the system and all documentation (receipts and hard copies of report) being received in the Budget & Finance office.

## *Will I be reimbursed by check or direct deposit?*

This is dependent on the banking information entered in Payroll.

## *Should I use the Pre-Paid Payment Type option?*

Yes, if you have requested a check for lodging. Include the receipt with your expense report. Paying expenses out-of-pocket does not establish a pre-paid expense.

## *Can I use frequent flyer/guest accounts for my travel?*

Travelers on university business may open and maintain frequent flyer/guest accounts with airlines, hotels, car rental, credit card, charge card companies and other travel suppliers. The cost of these memberships or enrollments is the responsibility of the traveler and will not be reimbursed by the university. Travelers may retain promotional items, including frequent flyer miles, earned on official state travel. However, if an employee makes travel arrangements that favor a preferred airline, charge or credit card or other supplier in order to receive promotional items/points and this circumvents purchasing the most economical means of travel, or results in “excessive” rewards or points, they are in violation of this travel policy. Costs for travel arrangements that violate the policy violation are non-reimbursable.

## *Must I submit copies of my receipts in order to be reimbursed?*

State policies require original, detailed receipts showing the date and amount paid. In the absence of actual receipts, credit card statements may be acceptable in lieu of actual receipts.

## *How long do I have to submit my Travel Expense report?*

Employees must submit all expenses for reimbursement and reconciliation within 10 days of trip completion, no later than 45 calendar days. IRS guidelines require reimbursement within 60 days. If the reimbursement does not occur within 60 days, the reimbursement will be included in the employee's taxable income.

## *How do I obtain authorization to travel?*

Employees must submit travel authorization using the Travel & Expense Module and acquire approval from the department head or designated official PRIOR to the travel. The travel authorization must be applied to the expense report before submitting for reimbursement.

## *What receipts are required for reimbursement?*

Receipts are required for all expenses you are seeking reimbursement for including but not limited to: *lodging, airfare, baggage* fees, taxis, buses and other types of public transportation, parking, rental vehicles and fuel purchases associated with the rental vehicle and registration fees.

## *Why do I need to submit a copy of my agenda?*

This is a requirement for our auditors to ensure that per diem is not claimed for meals provided at your meeting or conference.

## *What if I need to travel by Airline?*

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. Employees who choose to travel by personal vehicle when air travel is more cost effective should only be reimbursed for the cost of the lowest available airfare to the specified destination.

Employees should refer to the statewide contract when making travel arrangements.

Employees should use electronic ticketing to avoid any surcharge associated with hardcopy tickets. Tickets may be purchased using a state issued corporate charge card, state purchasing card, personal credit card (on an as-needed basis with prior approval of employer) or through invoicing by a travel agent. Many travel agencies now charge small fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs, regardless of whether the airfare tickets were purchased through the State airfare contract or not.

Officials or employees traveling by commercial air carrier will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare that exceeds the cost of the lowest available fare on the same flight unless:

- There is no other space available on the needed flight;
- The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons; or,

- A licensed medical practitioner certifies that, because of a person's mental or physical condition, specific air travel arrangements are required. (Written documentation from physician required)
- An international Business class nonstop flight exceeds 5 hours in duration. This does not include any time spent in between flights during a connection.
- In the event there is a charge for checking luggage, the State will reimburse for a maximum of one (1) piece of checked luggage. In the event additional bag(s) are required, requests for reimbursement must include an associated explanation.

## *How do I get Occupancy Tax (County or Municipal Excise Tax) removed from my hotel bill?*

When lodging in Georgia, you must provide the hotel/motel with a Hotel/Motel Tax Exempt form, which may be obtained from the Forms section for Expenses. The State has updated the form to assist with compliance.

## *Do the per diem rates for employees apply to non-employees?*

Yes. Students and other non-employees are expected to remain within the per diem rates.

## *What are the per diems for meals within Georgia?*

The cost of meals will be reimbursed at the actual cost of meals, up to $50.00 a day, including tax and tips.

Georgia Meal Per Diem rates:

| Eligible Meals | Per Diem Amount |
|---|---|
| Breakfast | $13.00 |
| Lunch | $14.00 |
| Dinner | $23.00 |

When traveling overnight, employees will be reimbursed 75% of per diem on first/last day of travel, less any meals provided. For example,

| | |
|---|---|
| Total Meal per diem for day | $50 |
| Total after 75% proration | $37.50 |
| Lunch provided | $-14 |
| Total Reimbursed | $23.50 |

## *What are the per diems for meals outside of Georgia?*

Employees traveling outside of Georgia may receive meal per diem amounts up to the federal per diem rates, except on first and last day of travel is 75% of meal per diem less any meals provided. The $5 federal incidentals allowance is allowed at the discretion of the approving designee. Please note that the $5 incidentals allowance is no longer included in the per diem rates. Employees must be reimbursed separately for incidentals. See State Travel Policy Section 4.1 for additional information related to incidentals.

## *Can I be reimbursed for meals not associated with overnight travel?*

No, the University System of Georgia does not allow meal per diem reimbursement for non-overnight travel.

## *How is Commuter Mileage calculated?*

Commuter mileage is the mileage from an employee's residence to their primary workstation. If an employee departs from their residence, mileage is calculated from the residence to the destination point, with a reduction for normal one-way commuting miles. For the return trip, if an employee returns to primary workstation, mileage is calculated based on the distance to such primary workstation. If an employee returns to their residence, mileage is calculated based on the distance to the residence, with a reduction for normal one-way commuting miles. If travel occurs on a weekend or holiday, mileage is calculated from the point of departure to the return destination with no reduction for normal commuting miles. See State Travel Policy Appendix A for clarification on employee primary workstation.

> **Note:** Employee commuter miles will be based upon the miles indicated on map. For example, if odometer reads 15 miles but the map shows 15.8 miles driven, the employee commuter miles will be 16 miles one-way but 32 miles round-trip.

## *What is the current mileage rate?*

As of August 1, 2026, for automobiles, the Tier 1 mileage rate is $0.76 and the Tier 2 rate is $0.235, for motorcycles, the mileage rate is $0.74 and for airplanes the mileage rate is $1.935. Please see, should I use a rental vehicle or a personal vehicle?

## *Should I use, a rental vehicle or a personal vehicle?*

Employees are encouraged to utilize rental vehicles. However, employees may choose to use personal vehicles if the cost is more economical for the University. Institutions may reimburse employees for the mileage incurred during the employee's use of a personal vehicle.

## *Rental Vehicle*:

Employees requesting use of a rental vehicle must do a cost analysis to determine if a rental vehicle would be advantageous to the state.

The type of rental car chosen should be the most cost effective to the state or the cheapest type available which is the compact option. Any other choice must be clearly justified and must serve a business purpose. Justification must be in writing and prior approval is recommended. If there is no justification or proof of business purpose for the upgrade, the employee will only be reimbursed at the amount of the compact option.

## *Personal Vehicle*:

For all mileage reimbursements requesting the Tier 1 rate, documentation that a rental vehicle was not the most cost-effective mode of transportation must be provided.

If a personal vehicle was used after determining a rental vehicle was most advantageous to the state, then reimbursement will be at the Tier 2 rate.

You may elect to drive your personal vehicle without completing the DOAS Cost Comparison Tool, however, you will be reimbursed at the Tier 2 rate.

## *Do I need to submit a travel authorization for registration fees?*

No, registration fees are not considered a travel-related expense.

## Travel Links:

State Accounting Travel Policy: https://sao.georgia.gov/state-travel-policy.

> **Note:** As you read through the Statewide Travel Policy you will see numerous references to the State of Georgia's TTE System. This is the State's travel system that is used by many agencies. We do not use this system, so please disregard references to usage of the TTE system. Since we do not use this system and since the Statewide Travel Policy is written with the usage of that system in mind. For this reason the Board of Regents Business Procedures Manual will elaborate on USG's policies and procedures related to proper protocol for submission and documentation for travel expense statements as produced by our USG institutions.

Board of Regents Travel Policy:
http://www.usg.edu/business_procedures_manual/section4

University Travel Policy: http://www.clayton.edu/portals/3/docs/Travel-Policy.pdf
Employee Self-Service: https://www.usg.edu/gafirst-fin/

Travel Forms: http://www.clayton.edu/accounting-services/expenses/travel/forms

State of Georgia Meal Allowance:
http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG%20Meal%20Allowances%202014.pdf

Federal Per Diem Rates within the Continental United States:
http://www.gsa.gov/perdiem

Breakdown by meal for federal per diem amounts: http://www.gsa.gov/mie

Federal Per Diem Rates for Foreign Travel:
https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Breakdown by Meal for Foreign Per Diem Amounts:
https://aoprals.state.gov/content.asp?content_id=114&menu_id=75

Georgia Green Hotel:
http://www.greenseal.org/FindGreenSealProductsandServices/HotelsandLodgingProperties.aspx

## Promissory Note

## Repayment Agreement for Cash Advance

**Borrower Name: _____ Employee ID: _____**

**Home Address: _____ _____ _____ _____**
**Street City State Zip Code**

**Phone (W): _____ Phone (H): _____ Email: _____**

**Department: _____Account # _____**

**Amount of Advance Requested: $_____**

**By signing this repayment agreement, the borrower agrees to pay all amounts by the dates specified by this agreement or to provide required documentation according to the terms listed below.**

1. Reason for Advance_____
2. Approximate date of completion of activity/travel_____
3. Documentation for expenses for the advance shall be submitted to Budget & Finance Office no later than **10** days from completion of the activity/travel.
4. I understand that Clayton State University will consider "paid" any balance due for which I submit required documentation that supports the cash advance expenditures. Required documentation will consist of original paid receipts and/or invoices that meet normal University guidelines. If an expense is not an allowable expense or there is not appropriate documentation, then the expense will be my responsibility and I will repay the amount(s).
5. If the cash advance is more than the total expenditures and supporting documentation. I will return the excess cash advance no later than **10** calendar days from the completion of the activity/travel to the Budget & Finance Office.
6. If I do not adhere to these time frames for documentation submission or repayment, I will repay the funds within **10** days. I also authorize Payroll Services to make deductions from my paycheck to cover the repayment of this cash advance if not repaid in full in **30** days.
7. In the event funds are stolen, a police report must be filed and submitted with the reconciliation and I will be responsible for repayment.

8. Additionally, by signing this Agreement, I hereby agree that in the event of a breach of any of the terms of this Agreement, the University shall be entitled to recover from the borrower reasonable attorney fees, the costs of collection and court costs, in addition to all other relief, in law or in equity, to which the University may be entitled. The costs of collection, may also include collection agency costs, if the account is referred to a third party collection agency for collection. Any judgement entered shall be without relief from valuation and appraisement laws.

9. This agreement is executed and delivered in the State of Georgia, and it shall be governed by, construed, and administered in accordance with the laws of the State of Georgia. The parties agree that the exclusive venue for any dispute resolution brought under this Agreement shall be the courts of Clayton County, Georgia.

10. Required documentation and/or return of excess cash should be made to Clayton State University.

_____ _____

Borrower/Advance Recipient Signature Date

_____ _____

**Recommended for Approval:** Department Head Date

_____ _____

**Recommended for Approval:** VP/Assistant VP of Department Date

_____ _____

**Approved by:** AVP/Controller/Procurement Director Date

Route to: Payroll Services

Please mail payments (if not payroll deducted) and correspondence regarding this account to Budget & Finance Office.

**FOR BUDGET & FINANCE OFFICE USE ONLY**

**CASH ADVANCE**

List of all expenditures on file in the Budget and Finance Office.

_____ _____

Date Signature (Budget & Finance Office)

Was all money distributed and accounted for? Yes No

$_____ Original Advance

$_____ Disbursed

$_____ Balance (Expense Report)

$_____ Redeposited Funds CRV# _____

$_____ Remaining Balance