Meal Allowances (Cont)

hosting a Georgia Tech sponsored event, but these must be approved by the Associate VP of Financial Services prior to the event.

Within State of Georgia

Reimbursement will be made for actual cost of meals within certain limits: $28.00 per full travel day within the state of Georgia and $36.00 for Georgia high cost* areas (metro Atlanta, Augusta, Brunswick, and Savannah). Receipts are not required for meals and taxes/tips should be included in the price of the meal.

When a traveler is entitled to fewer than three meals, the following limits apply:

Breakfast: $6.00, $7.00*
Lunch: $7.00, $9.00*
Dinner: $15.00, $20.00*

* Georgia high cost metro area

Meals Outside of Georgia, including International Locations

Reimbursement will be made for the actual cost of meals not to exceed the Federal Per Diem rates established by the State Department. Links to the domestic and international per diem rates can be found on the Procurement Services Forms Bank and the TES form. Receipts are not required for meals and taxes/tips should be included in the price of the meal.

On partial days of travel, the employee will be reimbursed for only those eligible meals, as detailed below.

Breakfast

Breakfast is reimbursable when associated with overnight lodging. On date of departure, departure must be prior to 6:30 a.m. and the meal purchased beyond a 30-mile radius or county. If overnight lodging is not incurred, the workday must also be extended to 13 hours on the day of travel.

Noon Meal

The noon meal is reimbursable for travel associated with overnight lodging. On the date of departure, departure must be prior to 11:00 a.m. On the date of return, return must be after 2:00 p.m.

When overnight lodging is not incurred, the noon meal is not reimbursable unless: (1) unusual circumstances prevail which are individually approved by the Institution in advance, (2) the employee is away from home on work assignment for more than 13 hours, (3) the meal is an integral part of a scheduled meeting with formal agenda, and the individual is an official representative of the Institution, or (4) the meal is part of a required registration fee.

Dinner

The dinner meal is reimbursable for travel associated with overnight lodging. On the date of return, dinner expenses are reimbursable if return is after 7:30 p.m. When overnight lodging is not incurred, the dinner meal is reimbursable if return is later than 7:30 p.m. and the employee is away from home on work assignment for more than 13 hours.

Registration Fees

Payment for registration may be in one of three ways: (1) pre-paid via Purchasing Card, (2) paid by the traveler and reimbursed, or (3) pre-paid using the Check Request Form (the form must be supported with completed registration form).

Telephone Calls

Expenses for official business telephone calls are reimbursable. Phone calls home are not official. The Travel Expense Statement must show the business purpose for each individual call over $3.00.

International Travel

The conversion rate used for currency conversion should be included on the TES. Reimbursement for meals is limited to actual expense not to exceed the federal per diem rate for each city visited. First and Business class airfare will not be reimbursed through the Institute. The Foundation & GTRC may allow reimbursement under specific circumstances (see web P&P for details). Use of the Diners Club corporate card includes primary collision insurance for international car rentals.

Travel Agent for Direct Airfare Billing

Travel Incorporated is a full service travel agency that serves Georgia Tech faculty, staff and students for business travel. They are the only travel agency authorized to directly bill the Institute for business airfare tickets. Complete procedures are available in the P&P manual on the web. TAR forms must be sent via fax or e-mail attachment to Travel Inc prior to booking any ticket that will be directly billed to the Institute.

Phone (770) 291-5190  Fax (770) 291-4150
Toll Free (877) 548-2996

Corporate Travel Cards

The Diners Club Corporate Card and American Express Card are available for employees that have business travel for the Institute. Reimbursement is processed through the TES directly to the traveler. Corporate cards can only be used for business-related travel expenses.

Contact Accounts Payable for an application or additional information.
Authorization
Prior authorization (from department head or designated official at least one level above the traveler) should be obtained for all official travel (even in those cases when no charges to the institute are involved). Approval for frequent, routine in-state travel may be granted verbally or in writing, at the campus unit’s discretion. For out-of-state travel, a “Travel Authority Request” form (TAR) must be completed, approved and maintained in the campus unit’s files.

Forms
All travel-related forms are available on the Procurement Services Forms Bank at: www.business.gatech.edu/depts/PURCHASE/ps/forms.htm

Travel Encumbrances
Encumbrance for estimated travel expenses is optional and at the discretion of the campus unit. If encumbrance is desired, a requisition must be entered in PeopleSoft (DPO) and the requisition# issued by the system will be used on the TAR, the TES, and for direct billing of airfare.

Travel Expense Statements
Unit approved reimbursement requests should be submitted to Accounts Payable on a Travel Expense Statement form within 10 working days after completion of the trip. The head of the campus unit, or the head of the next higher administrative unit or delegate, is to approve all TES forms. Travelers must sign their own TES form in all cases.

All receipts and paid bills should be the original. When an original receipt is not available, an explanation must be provided with the TES. Reimbursement may cover only those expenses pertaining to that individual, regardless of who incurred the expense.

Mode of Transportation
The mode of transportation will be left to the discretion of the department head (or designated official) authorizing the travel. Reimbursement will be authorized for the most economical mode of transportation consistent with the purpose of the travel. Out-of-state reimbursement will be limited to the contract airfare rate for that location. Shuttle service, taxi or public transport fees may be reimbursed when incurred in connection with common carrier transportation to and from airport or meeting places. If receipts are not available, a point-to-point explanation must be given for each such item.

Air Transportation
The Georgia Department of Administrative Services has contracted with several airlines to provide travel services. Employees should always seek the most economical airfare rate and the contract fare represents the maximum reimbursement amount. For contract details, please refer to the current contract found on the web in the Procurement Services Forms Bank.

Reimbursement is limited to coach fare unless: (1) space is not otherwise available or (2) a licensed medical practitioner certifies that specific arrangements are required. Documentation must be included with the TES.

Tickets may be purchased directly from the airline, from a travel agency or on the web. Use of the Diners Club or American Express corporate travel card is a convenient method for charging airfare and either card provides additional insurance for the traveler. The traveler must purchase the ticket and request reimbursement on the TES form, although the air ticket charge may be reimbursed prior to the actual travel date. Contract codes of YCAGA and QCAGA must be referenced to access the State of Georgia contract airfare rates.

The passenger receipt must be presented with the Travel Expense Statement in all instances. Electronic ticketing (e-ticket) is encouraged to facilitate ticket booking, delivery and exchange.

Travel agency transaction fees are fully reimbursable in connection with Institute air travel.

Private Vehicle
Reimbursement for the use of a personal vehicle is at the rate provided by state law. The rate is currently $0.28 per mile for actual official mileage traveled. Odometer readings must be provided and personal miles deducted.

When a private vehicle is authorized for out-of-state travel, reimbursement for mileage cannot exceed the minimum standard common air carrier rate. Meals and lodging en route to the destination may not be claimed for reimbursement during the period when the traveler would not be en route if they were traveling by air.

The departure point for weekend or holiday travel is the employee’s actual point of departure. During the normal workweek, the departure point is the traveler’s residence or headquarters, whichever is nearer the destination.

Reimbursement to the home airport may be made for one round-trip to the airport and parking or two round-trips to the airport if no parking is claimed. The standard mileage from G7 is 15 miles and from GTRI-Cobb is 25 miles.

Toll and parking expense reimbursement requests should be supported by original receipts when possible. If receipts are not available, a written explanation must accompany the Travel Expense Statement.

Rental Vehicle
Rental transportation will not be authorized routinely for the execution of official duties involving high volume travel for which transportation by a personally or institutionally owned vehicle would be more appropriate.

Rental of luxury vehicles is not permitted. Personal accident insurance (PAI) and personal effects coverage (PEC) is not reimbursable. Collision insurance is reimbursable (CDW). Rental cars charged to the Diners Club include primary collision damage (CDW) insurance coverage. See the Procurement Services Forms Bank on the web for links to various rental car contracts. Rental car contracts provided through Georgia Tech are optional and employees will be reimbursed for rental cars with other agencies for reasonable charges.

In addition to rental fees, reimbursement will be made for gasoline (original receipts must be presented), tolls (receipts or explanation presented) and parking (receipts or explanation presented). A paid, itemized receipt must be submitted for rental car reimbursement.

Lodging
Minimum rate accommodations should be utilized and “deluxe” hotels and motels avoided. Reimbursement is limited to the actual cost of lodging and is limited to the single room rate. When the room is shared with other state employees on travel status, reimbursement will be calculated on a pro rata share of the total cost and must be claimed separately by each employee.

Charges for in-room movies, laundry service, and health/fitness club fees are not reimbursable. Reasonable expenses for porters and baggage handling are reimbursable. When traveling within the State of Georgia on official business, the traveler is exempt from county and municipal excise tax. Copies of the form are available on the Procurement Services Forms Bank.

Payment for hotel and motel expenses will be made in the form of reimbursement to the traveler and can not be paid directly to the hotel. Claims should provide the date, location, and amount of each lodging and supported by a “paid” copy of the bill.

Meal Allowances
Reimbursement will not generally be allowed for travel within a 30-mile radius (or county) of employee’s home or headquarters. Exceptions may be made for those employees that are responsible for coordinating or