

**Engineered Biosystems Building**

Atlanta, Georgia 30332-2000 U.S.A.

Phone: (404) 385-4399

**ALL TRAVEL REQUESTS SHOULD BE SENT TO** **REQUESTS@EBB.GATECH.EDU**

1. Georgia Tech **requires** all employees to submit a Spend Authorization **BEFORE** traveling. Spend Authorization requests forms can be found at <https://ebb.gatech.edu/requests>.
2. Spend Authorizations gives estimates on how much you expect to spend. Information needed for the spend authorizations includes:
* Dates of Travel
* Purpose of Travel
* Worktag
* Airfare estimate
* Hotel estimate
* Ground transportation estimate
1. Registration fees associated with your travel can be paid via p-card. Please work with your FSC on completing these submissions. Please note that registration fees that include lodging are not allowed to be paid via pcard. If the lodging cannot be removed from the registration, pre-approval will have to be done with the Travel & PCard office.
2. Expense Reports will be submitted by the FSC after the travel has been completed. Expense requests forms can be found at <https://ebb.gatech.edu/requests>.
3. Itemized receipts are required for the reimbursements. The receipts must show that the items were actually paid, i.e. the last four digits of the credit card should be evident. Confirmations are not acceptable, unless they show final payment & proof of payment. If you do not have the itemized receipts, a redacted credit card statement showing proof of payment will suffice.
4. Expense Reports should be submitted within 10 days of your return. If they are not submitted within this time, there is additional approval that must be done, which will slow down receiving your reimbursement. Any reimbursement submitted after 45 calendar days must be approved by your school’s Department Chair. Any reimbursement submitted more than 60 calendar days after completion of the trip, if reimbursement is approved by the Chair, may be considered taxable income.

**Please visit** <https://policylibrary.gatech.edu/business-finance/travel> **for detailed information on GA Tech’s travel policies.**

**GENERAL REIMBURSEMENT REQUESTS:**

* + - 1. General reimbursement requests, including group meal requests, should also be sent to requests@ebb.gatech.edu. These should be submitted within 30 days of the purchases.
			2. Itemized receipts are required for the reimbursements. The receipts must show that the items were actually paid, i.e. the last four digits of the credit card should be evident.

<https://policylibrary.gatech.edu/business-finance/reimbursements-purchases-made-using-personal-funds>