

TECH Moving Forward

Our Road to Recovery

Fundamentals of Travel Policies & Procedures



TRAVEL TEAM

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AGENDA

- Travel Policies and Regulations
- Georgia Tech's Travel Policy
- COVID-19 Essential Travel Authorization
- IRS Requirements
- Meal Allowances
- Lodging/Hotels
- Local Conferences and Workshops
- Transportation
- Mileage Reimbursement
- Travel for Non-employees
- Travel Reservations
- Travel Inc.
- Redpoint Insurance
- Travel Assistance Services
- Resources

Travel Policies and Regulations

Travel compliance is required

- As a state agency and a member of the University System of Georgia (USG), travelers must comply with:
- Georgia Tech Travel Policy
- Board of Regents/ USG Business Process Manual (BPM) Travel Policy
- Georgia State Accounting Office Travel Policy
- IRS Accountable Plan Requirements
- Georgia Tech's Travel Policy is located at: <http://www.policylibrary.gatech.edu/travel>

Georgia Tech's Travel Policy

The Georgia Tech travel policies align with the State of GA travel policies

- The Workday system has replaced the previous T&E system
- A Spend Authorization(Spend Auth) must be completed and approved prior to the first day of travel for all travel outside the state of Georgia
- Spend Authorization is not required for travel within the state of Georgia.
Special business requirements currently in place due to COVID-19
- Employees who travel in state on a regular or continual basis may be given as a blanket spend authorization
- All Georgia Tech Employees traveling on official duties and entitled to reimbursement for expenses incurred, must have a prior Spend Auth
- Travelers are to **submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip, but no later than 45 calendar days**

IRS Requirements

- **IRS Accountable Plan rules for Reimbursable Travel Expenses requires:**
 - Expenses must be reported and submitted for reimbursement in a timely manner (within 45 days from the end of the trip date by state policy). After this time, reimbursements may be denied and/or may be considered taxable income.
 - Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, may be considered taxable income*.
 - Receipts are required for all expenses \$25 and over, except meals. Receipts for expenses less than \$25 are optional, but a description of the expense and date is required.
 - Employees are to submit receipts if required by department e.g. GTRI etc.



Meal Allowances

- Workday automatically loads the per diem meal amount based on destination of lodging.
- For out of state travel employees receive 75% on the first and last day, and 100% less any provided meals while at travel destination
- Tips are included in meal allowance.
- Meal receipts are not required.
- If meals are provided by conference, or paid for by a sponsor/host, employee must deduct that meal from the daily per diem.

Meal Allowances

Travelers are **only** eligible for 100% of the total per diem if traveling within the state of Georgia when:

- There is overnight lodging expense, and
- Deductions must also be made for any meals that have been provided, and
- Employees are not eligible for per diem for same day trips.
- Per diem within Georgia: **\$36/day** Chatham, Cobb, Fulton, DeKalb, Glynn and Richmond counties
- Other Georgia locations: **\$28/day**

Lodging/Hotels

- Luxury accommodations should be avoided, unless it is a conference site with justification for cost savings or required by a sponsor.
- Overnight lodging rates exceeding \$500 per night require approval from the Director of Accounts Payable & Travel or the Senior Director of Business Services prior to the submission of the spend authorization.
- The use of Airbnb and/or VRBO, (or similar services) is prohibited as a lodging option for domestic travel. Allowable for international travel only. The rental of a private residence for domestic travel remains unallowable.
- State employees are exempt from local excise tax in Georgia. Occupancy tax, local, city, but NOT state sales tax.
- Employees are to submit Hotel/Motel Tax Exemption Form at the time of check in to avoid paying local hotel/motel excise tax.
- Original, itemized, 'paid' receipt with a zero-dollar balance is required.

Lodging/Hotels - Visitors

- Direct billing is allowed for official visitors directly through participating hotels:
 - Campus units to set up a departmental billing account
 - Must submit invoice with a purchase order number.
 - Provide name of visitor and business purpose of visit
- Georgia Tech is exempt from Georgia sales tax if Georgia Tech pays the invoice.
- If the visitors may pay out of pocket and seek reimbursement, the hotel will charge taxes and the visitor will be reimbursed for the full amount
- Meals and incidentals must not be billed to Georgia Tech

Local Conferences and Workshops

- Reimbursement for lodging within a 50-mile radius of a person's home office, residence, or headquarters is not allowable except under special circumstances.
- Pre-approval prior to stay is required for faculty and staff participating in local conferences and retreats within a 50-mile radius. Submit requests to :

Abbie Coker, Director of Accounts Payable & Travel

or

Frans Barends, Senior Director, Business Services

Transportation - Airfare

- Georgia Tech has special contract rates with Delta, United and Southwest Airlines available through Travel Incorporated when booked via Concur
- Airfare should be most logical and lowest cost that meets traveler's scheduling requirements
- Airfare should be direct billed via Travel Inc.
- Business Class airfare using state funds or other funds is permissible with international only
- All upgrades such as comfort plus, early bird check in etc. are personal

Transportation - Airfare

Business Class Airfare using State funds or other Georgia Tech funds is only permissible in the following circumstances:

- For international flights with appropriate travel authority approvals.
- There is no other space available on the needed flight
- A licensed medical practitioner certifies a person's mental or physical condition

Transportation – Rental Car Insurance

- Contracts with Hertz and Enterprise provide great rates, and Collision & Damage Waiver(CDW).
- Personal accident and effects insurance on rental vehicles is not reimbursable (PAI, PEP, PEI).
- Supplemental liability insurance is not reimbursable (SLI, LIS).

Rental Location	Contract Vendor / CDP#
Georgia	Hertz - 2018737
	Enterprise - 03W1179
Atlanta Hartsfield-Jackson Airport	Hertz - 2018737
All Out of State Airports	

Transportation – Reimbursable Expense

- Parking - Actual parking fees may be reimbursed
- Tolls - Actual toll expenses may be reimbursed
- Gasoline – **Only for rental cars.** Original receipts must be submitted. Not reimbursable for personal cars.
- Georgia Tech will reimburse for mileage of personal cars used to conduct business on behalf of Georgia Tech
- The standard mileage rates for the use of a personal vehicle is \$0.56 per mile

Travel for Non-Employees

Non-employees are reimbursed as External Committee Members (ECM's)

- Original receipts are required (except meals)
- Must include business purpose that describes benefit/support to Georgia Tech
- Meal expenses must be reported by day and may not exceed daily state and federal per diem limits
- Expenses are submitted on a Travel Expense Report in Workday

Travel Reservations - Employees

- Reservation booked via Concur/Travel Inc.
- Spend Authorization to be submitted and approved prior to making reservations
- Traveler must provide a Spend Auth number, business purpose and Workday worktag to agent
- Direct bill to Travel Inc.
 - Set up e-profile
 - Recurring Request for Direct Billing form to AP

Travel Reservations – Non -Employees

- Call Travel Inc. at 770-291-5190 for flight info & record locator
- Request for Single-Trip Direct Billing Forms are sent directly to Travel Inc.
- Travel Inc. will send the e-itinerary to the traveler and department travel arranger.
- Travel Inc. will send a copy of the request form to the Travel Team

Unused Tickets

- Department are to utilize unused tickets
- Flight cancellations due to COVID-19
- Travel team can request open ticket report from Travel Inc. at any time
- List of unused tickets for each department sent to impacted departments
- Majority have an expiration date of December 31, 2022
- Delta is waiving name changes. Tickets can be changed to any employee
- Southwest unused tickets have been transferred into a voucher. There is a \$50 fee associated with each voucher

Expense Reports in Draft or in Progress

Travelers and Approvers:

- ✓ Review expense reports in “**draft**” or in “**progress**” status and either cancel or approve
- ✓ You may check the status of an expense report by running the “**Find Expense Reports by Organization - CR**” Report

OR

- ✓ Enter the expense report number in the search field and click enter:

- Check Business Process
- Expense reports that have an approved status have been paid
- ✓ **Expense reports in draft or in progress status will be cancelled if no further action is taken**

Mass Close of Spend Authorizations

- Spend authorizations need to be closed in order to post the journal to liquidate the commitment amount.
- Process monthly to ensure timely and accurate reporting and data integrity on the commitment ledger.
- When the traveler does not select the final payment box on the expense report or if the spend authorization has multiple expense reports associated with the status of In Progress or Draft the spend authorization will not close or liquidate.
- Process is also needed during Year End preparations to ensure the commitment ledger is zero at the end of the fiscal year.

Travel Inc – Georgia Tech’s Travel Management Company

Key Service Benefits

- Provides duty of care
- Traveler locator report in case of emergency, incident, disaster
- Access to all GT and State of Georgia contracts
- Only agency authorized for direct billing of airfare
- Identification of unused e-tickets for credit
- Hotel discount program

Traditional Agent Services

- 770-291-5190
- Dedicated GT agents
- 8:30 a.m. - 5:30 p.m. M-F
- After hours support available
- 1-877-548-2996 (toll free)

Online Booking: Concur

- Secure access
- Available 24 / 7
- Support agents are available to coach you through the reservation tool

Travel Inc. Alert

In the event of domestic or international weather emergency: Travel Inc. will notify you directly, via email. An example of an alert is below:



Travel Disruption

Notification Code: ■ Travel Disruption ■ Update ■ Severe ■ Travel News Update

Please be advised of the following development(s) that may impact your corporate travel program. Do not reply to this email. To unsubscribe or for more information, please contact your account manager.

U.S.: Airport Closures and Disruptions Continue Across Parts of the U.S. Due to Winter Weather

Redpoint Insurance

- All active benefits-eligible USG employees, as well as their spouses and dependent children, have access to Redpoint Travel Assistance Services
- Redpoint is a service provided in conjunction with USG's group life insurance plan through Minnesota Life
- No additional premium or enrollment required
- Contact 1-855-516-5433 or 415-484-4677 or email operations@redpointsolutions.com

Travel Assistance Services

- Provided at no charge from Minnesota Life Insurance for all benefits-eligible employees
www.lifebenefits.com/travel

Contact 1-855-516-5433

- Global Rescue Services:
 - Medical professional locator services
 - Interpreter services (via phone)
 - Security evacuation services
 - Passport / visa information
 - Assistance replacing lost luggage, medication

Travel Issues and Concerns

For further questions on travel related issues please contact:

Georgia Tech Service & Support

<https://gatech.service-now.com/home>

Log in with your GT credentials and submit a ServiceNow ticket

Questions

