



## AU Travel Checklist

### Travel Authorizations (TA)

	1	Choose the Travel Authorization Statement from the website. A TA needs to be completed for <u>all staff, faculty, and students that are traveling away from campus.</u>
	2	<p>Fill out the TA completely:</p> <ul style="list-style-type: none"> <li>--Travel Dates - should correspond to the actual dates of the airline ticket, if one is purchased</li> <li>--Location visited should be completed</li> <li>--Signature of traveler is required</li> <li>--Requester information along with signature</li> <li>--Make sure that Section 4 is filled out accurately with estimated amounts (Note: ONLY choose reimburse, if the traveler is paying for the expense.)</li> <li>--NOTE: if is safer to estimate above actual cost, especially for airline tickets, based on price fluctuations.</li> <li>--State the PURPOSE for the travel and what benefit the travel is to the university.</li> <li>--List mode of transportation - if sharing a vehicle, list the name of the other travelers</li> <li>--Signatures MUST be complete and readable. Complete a printed name and the signature. The traveler's supervisor must sign the TA before it is sent to the Senior Accountant for final approval.</li> </ul>
	3	<p>Rental Car -When estimating mileage/rental car expenses/transportation expenses, and estimated mileage is over 400 miles, then the traveler should complete a <a href="#">Rental Car Comparison</a>. This comparison will return estimates between rental car and personal vehicle (POV) transportation. If it is more cost effective to rent a car, based on this comparison, and the traveler chooses to take their POV then they will be reimbursed at Tier 2 mileage rates.</p> <p>If renting a car, the <a href="#">Rental Car Request form</a> MUST be included with the TA.</p>
	4	Hand deliver or mail completed TA's to the Senior Accountant in WD, 212.

### Travel Expense Statements (TES)

	1	<p>Choose the correct Travel Expense Statement from the website.</p> <p><a href="#">Travel Expense Statement - Non-Overnight</a> --</p> <ul style="list-style-type: none"> <li>-<a href="#">Travel Expense Statement - In State</a> -- should be used to all travel to Georgia locations</li> <li>-<a href="#">Travel Expense Statement - Overnight</a> -- should be used to all travel outside of Georgia</li> <li>--Do not include <u>expenses that are not being reimbursed</u> (i.e., direct-billed airline tickets, registrations, car rentals, etc.)</li> </ul>
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## OVERNIGHT Travel Checklist

2	<p>Travel Dates From and To -- The beginning and end dates of your travel should be listed. This MUST match your TA.</p> <p>--Only one trip can be submitted on each Travel Expense Statement submitted.</p>
3	Employee ID field not required.
4	Home Address - This MUST be provided. No checks will be sent to Inter-office addresses.
5	<p>Chartfield Combinations:</p> <p>--List full CFC with amount to be expense on that CFC</p> <p>--If reimbursing UNDER the total reimbursable expense, please notate at the top of the TES form.</p>
6	<p>Meals:</p> <p>--The per diem rate for Georgia travel is either Regular or High cost. Refer to the <a href="#">Georgia Meal Rates</a> for your travel location to determine the amount per meal. Travelers receive 100% per diem for departure and return day.</p> <p>--For per diem rates outside of Georgia, refer to the <a href="#">GSA website</a> for the per diem amounts. If traveling outside of the state of Georgia, then the traveler only received 75% of the per diem rates for the first and last day of travel. For the TE to compute this correctly the first date of travel should be entered on the first line, and the last day of travel should be entered on the last line.</p> <p>Note: incidentals are not reimbursable.</p> <p>--The city must be entered in the location field for breakfast, lunch and dinner. Please use the per diem rate of the city where the traveler spent the night for the entire day.</p>
7	<p>Lodging: When traveling in the state of Georgia the traveler must provide the <a href="#">Hotel/Motel Certificate of Exemption</a> of occupancy tax. The hotel should not bill the traveler for this tax when the form is provided.</p> <p>--Airbnb, Home-Away, VRBO or any private residence lodging is not allowed per the <a href="#">State Travel Policy</a>, and will not be reimbursed.</p> <p>--Meals, movies, room-service, alcohol, etc. that are listed on hotel bills are not reimbursable.</p> <p>--Do not separate the hotel tax into the miscellaneous expenses; it should be listed on the lodging expenses.</p>
8	Location Points Visited - MUST be entered correctly, including the dates from and to.

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9	<p>Personal Vehicle Mileage - <a href="#">Rental Car Cost Comparison</a> is only required if round-trip mileage exceeds 400 miles. For round-trip mileage 400 miles or less, traveler has the option of driving their POV (Privately Owned Vehicle ) or renting a car, only if a state car is not available.</p> <p>--<a href="#">Google Maps</a> from your Campus/Work address to your Travel Location must be attached to your TE showing the mileage.</p> <p>--If you leave from your Home address, then the number of Commute Miles must be entered unless on weekend or holiday travel. This will be deducted from your total travel miles. Commute Miles are not eligible for reimbursement.</p> <p>--If Personal Miles, were used, they should be entered in the Personal Miles column.</p> <p>--Each line should be filled out completely:</p> <p>Date traveled  Origin-Starting location  Destination-Ending location  Begin Miles-beginning mileage on POV  End Miles-ending mileages on POV  Commute Miles-miles between Home and Work address  Personal Miles-miles traveled on non-business related activities</p>
10	<p>Airlines: If the traveler purchases the airline ticket, please list the amount, dates and destination in the Airline expenses box and include a copy of the receipt.</p> <p>--Do not list if the airfare was direct-billed.</p> <p>--Comfort or priority seating is not reimbursable, except for foreign travel</p> <p>--First class airfare is not reimbursable</p>
11	<p>Rental Cars - When renting a car, please see <a href="#">Travel website</a> for instructions on Rental Car reservations.</p> <p>--A request for <a href="#">Rental Car form</a> must be completed and submitted PRIOR to renting a vehicle.</p> <p>-- If a Blanket is on-file, only one form will need to be completed per fiscal year.</p> <p>--Travelers without a Blanket, must submit a new request for <a href="#">Rental car form</a> for each trip along with the TA.</p>
12	<p>If POV or Rental car was shared with another traveler, then list their full-name in the "If you shared transportation" box. NOTE: Only one traveler will be reimbursed for the Rental car or mileage of a POV.</p>
13	<p>Transportation -- When traveling via POV, the traveler is ONLY reimbursed for mileage. When traveling via Rental Car, then detailed gasoline receipts will be reimbursed.</p>
14	<p>Parking -- List any parking expense, and provide detailed parking receipts.</p>
15	<p>Use the explain area for justifying any unusual travel expenses and provide backup documentation.</p>
16	<p>Signatures -- The traveler MUST sign and date the TE with an original signature. NO DIGITAL SIGNATURES are accepted, and will be returned. There MUST be an approver original signature.</p> <p>--If using a Sponsored Program grant for foreign, then a DSPA signature is required.</p>

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17	<p>Submission of TE - <a href="#">State Travel Policy</a> states that Travel Expense Statements must be submitted to the Travel Office no later than 45 days after the travel has occurred.</p> <p>--Travel Expense Statements must be delivered or mailed to the Senior Accountant in WD, 212. --</p> <p>All Travel Expense documents must be complete, signed with approvals, and with all the appropriate receipts/documents/attachments together.</p> <p>--If not complete, the TE will be returned.</p>
18	<p>Normal turn-around time for complete travel expense statements processing is 3 weeks. Please allow for this processing time before checking on the status. (Note: incomplete TEs and documentation, high volume times and the end of the fiscal year, processing time may be longer.)</p>
19	<p>Attachments Needed with your Travel Expense Statements:</p> <ul style="list-style-type: none"> <li>--Copy of Travel Authorization (including Blanket TA)</li> <li>--Detailed gasoline receipts, if using a rental car</li> <li>--Hotel Receipts</li> <li>--Parking Receipts</li> <li>--Baggage fee Receipts</li> <li>--Airline ticket fee, if not direct-billed</li> <li>--Registration receipts, unless paid on PCard or by Check Request</li> <li>--Copy of Rental Car Comparison, if over 400 miles</li> <li>--Copy of Rental Car Approval form</li> <li>--Taxi and Uber receipts</li> <li>--Rental Car receipts, if not direct-billed</li> <li>--Conference agenda and/or supporting documents</li> <li>--Trains, Tolls, and other Transportation receipts</li> <li>--Any miscellaneous expenses receipts (printing, etc.)</li> </ul>