



NON-OVERNIGHT Travel Checklist

Travel Authorizations (TA)

1	Choose the Travel Authorization Statement from the Travel Website at: www.augusta.edu/finance/controller/travel . A TA needs to be completed for all staff/faculty that is traveling away from campus. Verify that the latest TA is being used.
2	<p>Fill out the TA completely:</p> <ul style="list-style-type: none"> --Must include the traveler's Employee ID --Travel Dates - should correspond to the actual dates of the airline ticket, if one is purchased --Location visited should be completed --Complete and valid chartfield combination (CFC) should be listed --Signature of traveler is required --Requester information along with signature --Make sure that Section 4 is filled out accurately with estimated amounts (Note: ONLY choose reimburse, if the traveler is paying for the expense.) --NOTE: if is safer to estimate above actual cost, especially for airline tickets, based on price fluctuations. This will prevent your airline ticket purchase being delayed. --State the PURPOSE for the travel and what benefit the travel is to the university. --List mode of transportation - if sharing a vehicle, list the name of the other travelers --Signatures MUST be complete and readable. Complete a printed name and the signature. The traveler's supervisor and the department's budgetary approver needs to be complete. --If foreign travel, a chairman, director, dean or VP needs to sign. Also, if a Sponsored Program grant is paying for the travel, then the TA should include a signature from Sponsored Program Administration
3	<p>Rental Car -When estimating mileage/rental car expenses/transportation expenses, and your estimated mileage is over 400 miles, then the traveler should complete a Rental Car Comparison. 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 Rental Car Request form MUST be included with the TA.</p>
4	<p>Email completed TAs to TRAVEL@augusta.edu only if a direct-bill airline tickets will be purchased or a rental car needs to be reserved.</p> <p>--If the travel does not include these circumstances, then the department will keep the TA on file, until after travel. The TA needs to be sent in after travel with the Travel Expense Statement.</p>

Travel Expense Statements (TES)

1	<p>Choose the correct Travel Expense Statement from the Travel Website at: www.augusta.edu/finance/controller/travel. Choosing the correct form is imperative due to the must updated state reimbursement rates and calculations for reimbursement.</p> <ul style="list-style-type: none"> -Travel Expense Statement - Georgia Travel Locations -- should be used to all travel to Georgia locations -Travel Expense Statement - Day Travel -- should be used to all travel outside of Georgia --Do not include expenses that are not being reimbursed (i.e., direct-billed airline tickets, registrations, car rentals, etc.)
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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	<p>Employee ID # must be included. This is a 6-digit number.</p>
4	<p>Home Address - This MUST be provided. No checks will be sent to Inter-office addresses.</p>
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 -- If the traveler travels more than 12 hours, they are entitled to 100% of the meal per diems for that day.</p> <p>--The per diem rate for Georgia travel, is Regular or High cost. Refer to the Georgia Meal Rates for your travel location to determine the amount per meal.</p> <p>--The per diem rate for outside of Georgia, refer to the GSA website for the per diem amounts. Note: incidentals are not reimbursable.</p> <p>--Fill out the departure and return times are listed.</p> <p>--The city must be entered in the location field for breakfast, lunch and dinner.</p>
7	<p>Location Points Visited - MUST be entered correctly, including the dates from and to.</p>
8	<p>Personal Vehicle Mileage - Rental Car Cost Comparison 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 Owed Vehicle) or renting a car.</p> <p>--Google Maps 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</p> <p>Origin-Starting location</p> <p>Destination-Ending location</p> <p>Begin Miles-beginning mileage on POV</p> <p>End Miles-ending mileages on POV</p> <p>Commute Miles-miles between Home and Work address</p> <p>Personal Miles-miles traveled on non-business related activities</p>
9	<p>Rental Cars - When renting a car, please see Travel website for instructions on Rental Car reservations.</p> <p>--A request for Rental Car form 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 Rental car form for each trip along with the TA.</p>

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10	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.
11	Transportation -- When traveling via POV, the traveler is ONLY reimbursed for mileage. When traveling via Rental Car, then detailed gasoline receipts will be reimbursed.
12	Parking -- List any parking expense, and provided detailed parking receipts.
13	Use the explain area for justifying any unusual travel expenses and provide backup documentation.
14	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.
15	Submission of TE - State Travel Policy states that Travel Expense Statements must be submitted to the Travel Office no later than 45 days after the travel has occurred. --Travel Expense Statements must be delivered or mailed to the Travel Office at HS-B160. Scanned or emailed copies will not be processed unless from a remote campus site. --All Travel Expense documents must be submitted completely filled out, signed with all the appropriate receipts/documents/attachments together. --If not complete, the TE will be returned.
16	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.)
17	Attachments Needed with your Travel Expense Statements: --Copy of Travel Authorization (including Blanket TA) --Detailed gasoline receipts, if using a rental car --Hotel Receipts --Parking Receipts --Baggage fee Receipts --Airline ticket fee, if not direct-billed --Registration receipts, unless paid on PCard or by Check Request --Copy of Rental Car Comparison, if over 400 miles --Copy of Rental Car Approval form --Taxi and Uber receipts --Rental Car receipts, if not direct-billed --Conference agenda and/or supporting documents --Trains, Tolls, and other Transportation receipts --Any miscellaneous expenses receipts (printing, etc.)