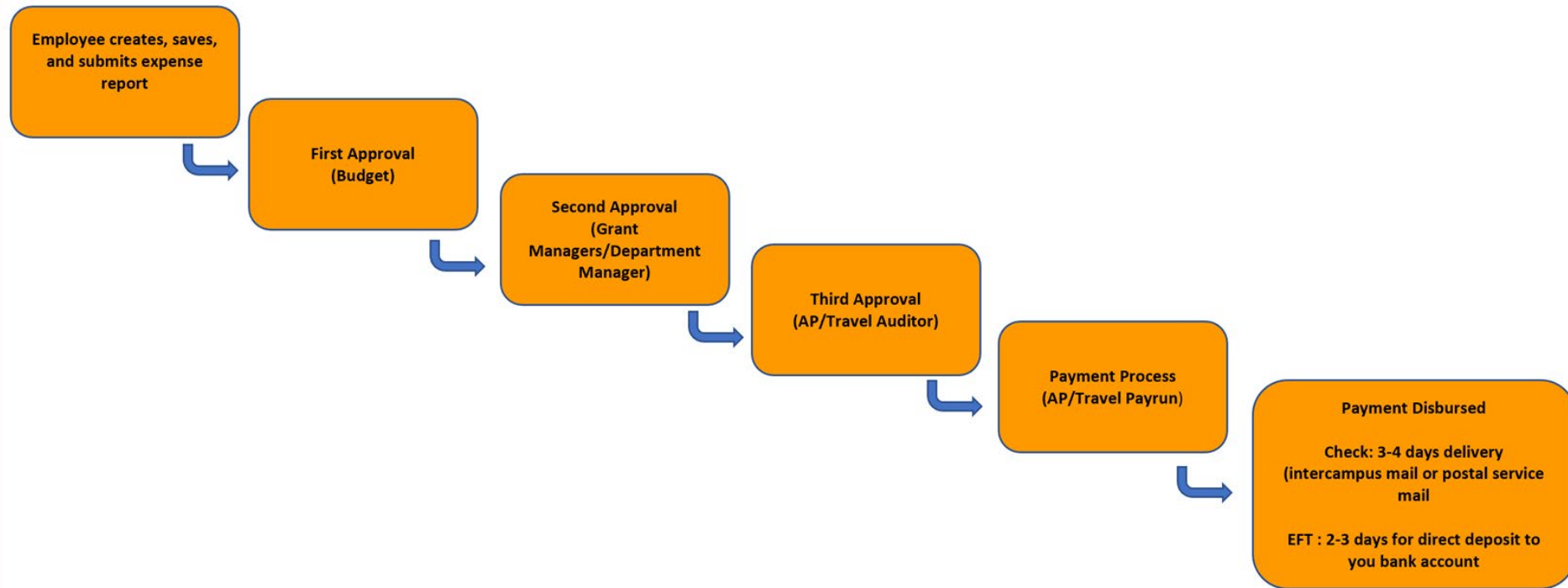


Travel & Expense Training



GHC Travel Information

Workflow in Travel Module



Policy Introduction

- Georgia Highlands College (GHC) employees are guided by general travel regulations when required to travel away from headquarters in performance of official duties.
- GHC reimburses reasonable and necessary expenses incurred while traveling away on business from official headquarters and/or place of residence.
- GHC adopted general regulations set by the State Accounting Office (SAO), the Office of Planning and Budget (OPB), and the Board of Regents (BOR).
- Notes: GHC Employee Travel & Expense policy and all related information can be accessed at: <https://sites.highlands.edu/office-of-finance-and-administration/business-office/travel/>
- SAO travel regulations can be accessed at: <http://sao.georgia.gov>. BOR travel regulations can be accessed at http://www.usg.edu/business_procedures_manual/section4/.
 - GHC follows SAO and BOR travel regulations in regards to travel except where the GHC policy is more restrictive.





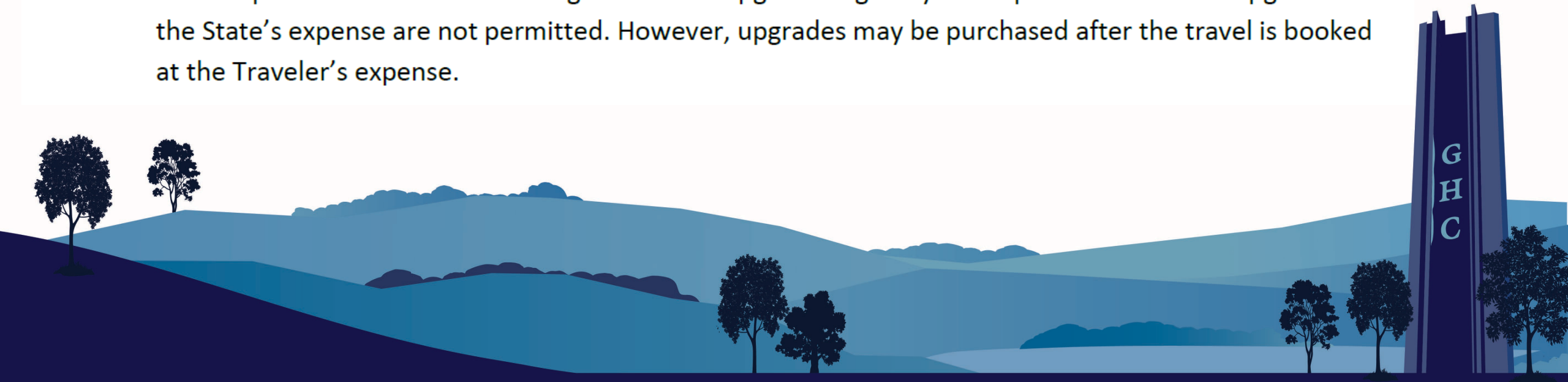
Statewide Travel Policy Summary of Key Changes Effective 2/1/2022



Section One: Air Travel

Added clarifying language regarding type of airfare class that is allowed.

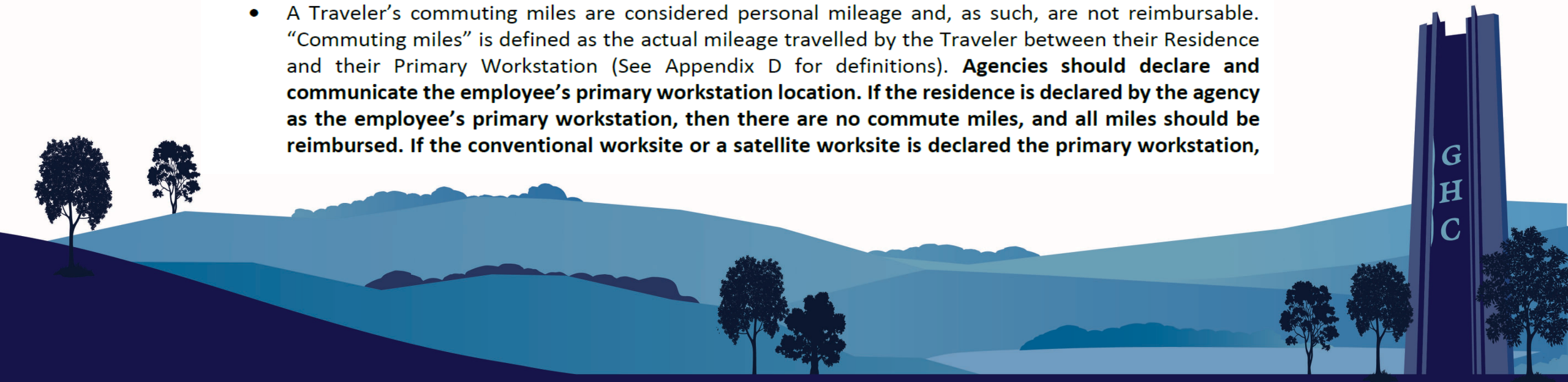
- Higher class/grade tickets, such as business class, premium select, business select, first class, and comfort are not reimbursable for domestic flights except for travel to/from Alaska and Hawaii. Higher grade tickets are allowable for international travel when approved in advance by the respective agency head or designee.
- It is not permissible to confirm a higher fare for upgrade eligibility or for personal reasons. Upgrades at the State's expense are not permitted. However, upgrades may be purchased after the travel is booked at the Traveler's expense.



Section Two: Ground Transportation and Car Rental

Removed “employee salary” as one of the decision factors for ground transportation. Added clarifying language for commuting miles. Added verbiage regarding use of ground transportation for personal meals while in travel status. Provided for ground transportation allowable tips.

- The most cost-effective method of transportation that will accomplish the purpose of the travel should be selected. Agencies should use their own discretion when determining the most cost-effective ground transportation. Among the factors to be considered should be length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc. Common carrier should be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost-efficient or practical and approved in accordance with these regulations.
- A Traveler’s commuting miles are considered personal mileage and, as such, are not reimbursable. “Commuting miles” is defined as the actual mileage travelled by the Traveler between their Residence and their Primary Workstation (See Appendix D for definitions). **Agencies should declare and communicate the employee’s primary workstation location. If the residence is declared by the agency as the employee’s primary workstation, then there are no commute miles, and all miles should be reimbursed. If the conventional worksite or a satellite worksite is declared the primary workstation,**



then the employee's commute miles should be deducted while in travel status. If a Traveler's travel begins or ends at their primary workstation AND they are not attempting to claim their commuting miles between residence and workstation or vice versa, then commuting miles would not be deducted.

- While in travel status, and at the agency's discretion, Travelers may be reimbursed for reasonable (as defined by the agency) ground transportation costs (personal car mileage, rideshare, shuttle, taxi, etc.) to/from eating establishments when such establishments are: 1) not located in the lodging location, 2) are not fiscally prudent, or 3) within safe walking distance of the lodging and/or the business function. The Traveler may not request reimbursement for ground transportation costs for eating establishments distanced from lodging and/or business function based on personal choice. (e.g., traveling to St. Simon's Island when the lodging/business function is located on Jekyll Island.)



Section Three: Lodging

Adjusted the single-day parameters by removing the verbiage regarding “both their primary and work site.”

Added clarifying language regarding vacation rental marketplaces such as Airbnb, HomeAway and Vrbo.

- Travelers on state business are allowed lodging expenses when their destination is located **more than 50 miles** from their residence AND they are away for **more than twelve (12) hours**. Written pre-approval must be obtained from the agency head, or their designee, when lodging is required *within* the 50-mile radius. The approval must be submitted with the Traveler’s receipts and documented mileage when requesting reimbursement.
- Lodging rentals obtained through vacation rental marketplaces such as Airbnb, HomeAway and Vrbo are not considered commercial lodging facilities and should not be used while in travel status.



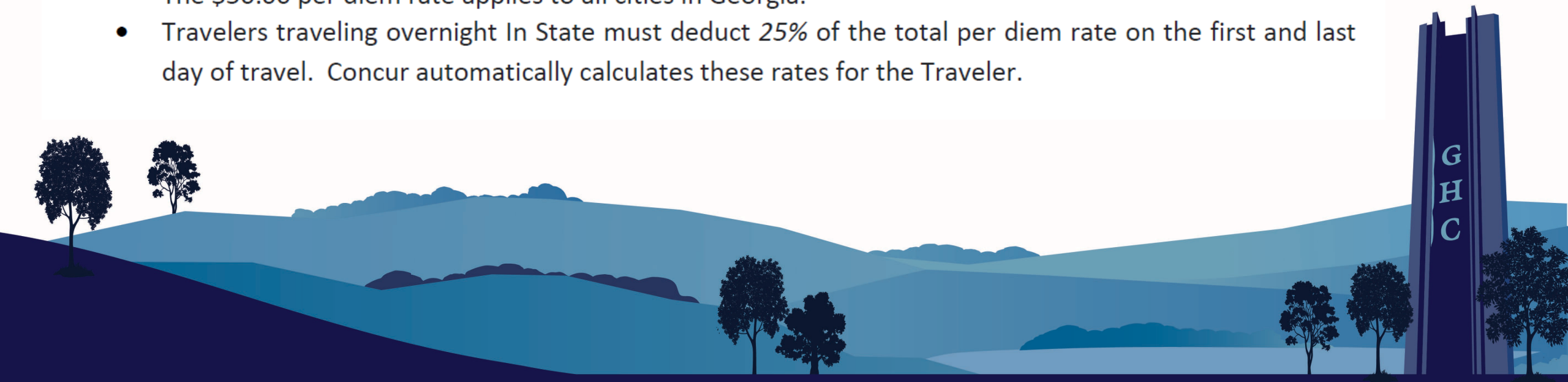
Section Four: Meals and Incidentals

Increased In State Meal Per Diem rates. Removed Georgia high-cost cities. Adjusted meal per diem rates for first and last days of travel.

- Travelers traveling within the State of Georgia are eligible for up to \$50.00 of per diem to cover the cost of three (3) meals per day. Incidentals are not included in the daily per diem rate.

Breakfast = \$13.00 Lunch = \$14.00 Dinner = \$23.00

- The \$50.00 per diem rate applies to all cities in Georgia.
- Travelers traveling overnight In State must deduct 25% of the total per diem rate on the first and last day of travel. Concur automatically calculates these rates for the Traveler.



Cash Advances

GHC will not issue cash advances. Arrangements for expenses related to any authorized GHC travel, event, function, etc. for employees and non-employees alike, must be made using p-card, checks, or reimbursable out of pocket expenses.



PeopleSoft Financials

Travel and Expenses

FY2024 Change in Expense Reimbursement Module – Meals Provided

Implementation Date: Friday, September 1st, 2023



What's new?

In collaboration with the State Accounting Office, we have updated the functionality of our Peoplesoft expense module to better assist you in preparing your expense reimbursements and ensure compliance with state travel policy. The details of which are included below.

Who Will Be Affected?

All employees who travel for USG related business.

What is Changing?

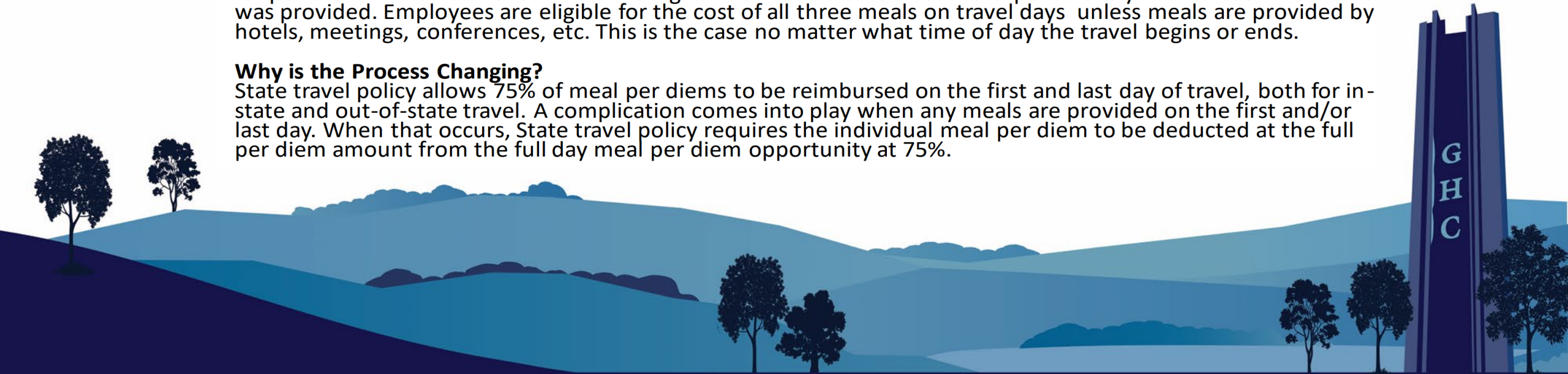
The Peoplesoft Expense Module will calculate the correct reimbursement amount for employees who have meals provided on their first and last day of travel. In order to accomplish this, the procedure to claim meal per diems will begin with claiming the full day meals option, no matter what day of travel.

What is the Impact?

Employees will no longer have the option to select "Emp-Breakfast," "Emp-Lunch," or "Emp-Dinner" as part of their expense reimbursement requests. Employees should instead select "Emp-Meals Full Day" when eligible for per diem reimbursement while traveling for work and create a second expense entry line for each meal that was provided. Employees are eligible for the cost of all three meals on travel days unless meals are provided by hotels, meetings, conferences, etc. This is the case no matter what time of day the travel begins or ends.

Why is the Process Changing?

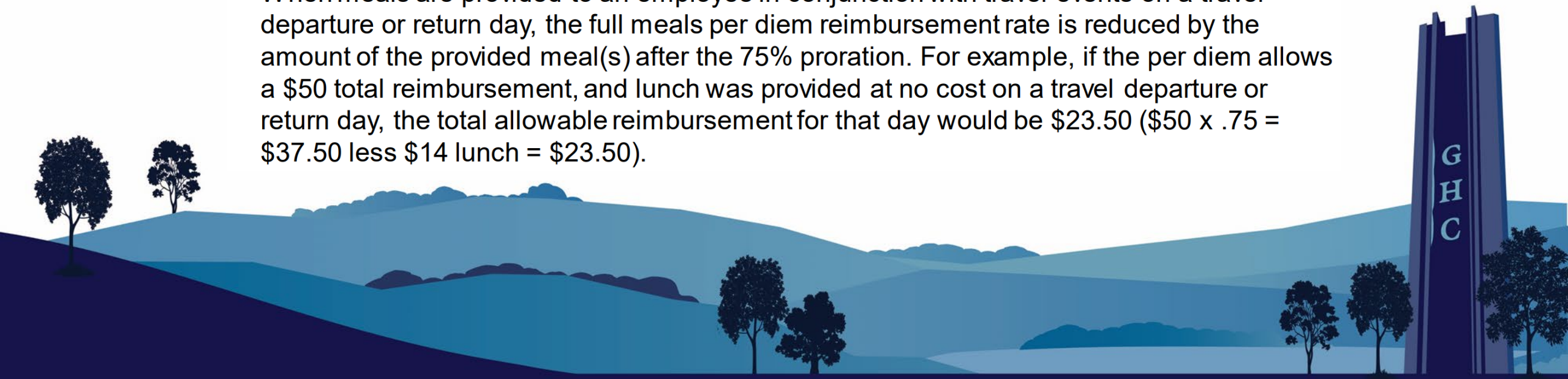
State travel policy allows 75% of meal per diems to be reimbursed on the first and last day of travel, both for in-state and out-of-state travel. A complication comes into play when any meals are provided on the first and/or last day. When that occurs, State travel policy requires the individual meal per diem to be deducted at the full per diem amount from the full day meal per diem opportunity at 75%.



Per the Travel Policy from the State Accounting Office (SAO), employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three (3) meals per day for all days on travel status other than the day of departure and the day of return.

Travelers are eligible for 75 percent (75%) of the total per diem rate on the first and last day of travel. For example, if the per diem rate allows a \$50 total reimbursement, \$37.50 would be allowable on a travel departure or return day ($\$50 \times .75 = \37.50). As a result, the time of departure and time of return are not considerations for calculating the Meal Per Diem when associated with overnight travel.

When meals are provided to an employee in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$50 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$23.50 ($\$50 \times .75 = \37.50 less \$14 lunch = \$23.50).



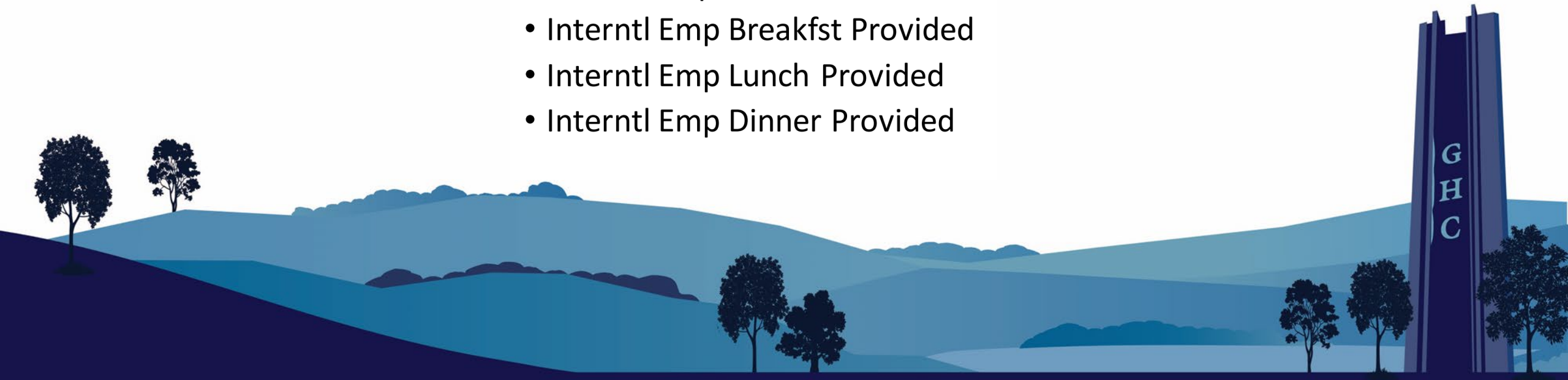
Expense Types that will no longer be used

- Emp Breakfast
 - Emp Lunch
 - Emp Dinner
 - Recruiting Emp Breakfast
 - Recruiting Emp Lunch
 - Recruiting Emp Dinner
 - International Emp Breakfast
 - International Emp Lunch
 - International Emp Dinner
- X DO NOT USE Emp Breakfast
 - X DO NOT USE Emp Lunch
 - X DO NOT USE Emp Dinner
 - X DO NOT USE Recruit Emp Break
 - X DO NOT USE Recruit Emp Lunch
 - X DO NOT USE Recruit Emp Din
 - X DO NOT USE Internatl Emp Break
 - X DO NOT USE Internatl Emp Lunch
 - X DO NOT USE Internatl Emp Din



New Expense Types

- Emp Breakfast Provided
- Emp Lunch Provided
- Emp Dinner Provided
- Recruit Emp Breakfast Provided
- Recruit Emp Lunch Provided
- Recruit Emp Dinner Provided
- Interntl Emp Breakfst Provided
- Interntl Emp Lunch Provided
- Interntl Emp Dinner Provided



[The GSA](#) recently announced revised rates for calendar year 2023. The following rates are applicable to travel that occurs on or after January 1, 2023:

Tier 1 Rates:		
Automobile	\$ 0.655	per mile
Motorcycle	\$ 0.635	per mile
Airplane	\$ 1.74	per mile
Tier 2 Rate:		
	\$ 0.22	per mile



Travel Reminders

- Employees must self-register in the Expense Self Service Portal before can submit an expense report.
 - *Instructions located on GHC Travel webpage*
- Do not use online booking sites for hotels (i.e. Expedia, Travelocity, etc.)
- Vacation Rentals & Condo Rentals instead of a hotel is prohibited (i.e. VRBO, Home Away, etc.)
- Direct deposit for expense reimbursement for employees
- Single day travel meal reimbursement is not allowed
- In-State meals & Out-of-State meals “not provided” 1st and Last day reimbursable 75% of per diem
- Traveling on behalf another department, either update accounting default or accounting detail per line – eliminate incorrect department being charged



Expense Reimbursement Timing

- Travelers submit all expenses for reimbursement within 30 days upon return but **no later than 45 calendar days**.
- IRS regulations state the traveler must submit travel expense reimbursements within 60 days from the end of the trip. Any expenses reimbursed after 60 days will become taxable income to the traveler.
- Employees responsible for own expense reports.
- The EX sub-module within PeopleSoft provides ability for “delegate” create expense report on behalf of another employee.
- Employees are responsible ensuring accuracy of claimed expenses on expense report. A traveler who knowingly presents a false or fraudulent claim may be subject to penalties under criminal statutes.
- Record retention: Employees responsible retaining travel and expense documents three years.




Reimbursable Expenses

- Meals “not provided” associated with overnight lodging (Reimbursed at standard per diem rates based on location). Meal reimbursement rates can be found on our website.

[GHC Home](#) > [Office of Finance and Administration](#) > [Business Office](#) > [Travel & Expenses](#) > [Travel – Documentation Index](#)

Meals

- [Foreign Per Diem Rates](#)
- [Foreign Per Diem Rates \(M&IE – Per Meal\)](#)
- [In State Per Diem Rates \(PDF\)](#) 
- [Out of State Per Diem Rates](#)

- Lodging expenses (Reimbursable 50 miles or more outside of residence/headquarters)

Lodging

- [Hotel Tax Exemption Form \(PDF\)](#) 
- [Sales Tax Exemption Certification \(PDF\)](#) 



Reimbursable Expenses

- Mileage for use of personal vehicles (Tier 1 or Tier 2)

Mileage

- [Intercampus Mileage Grid \(PDF\)](#) 
- [Intercampus Mileage Log \(EXCEL\)](#) 

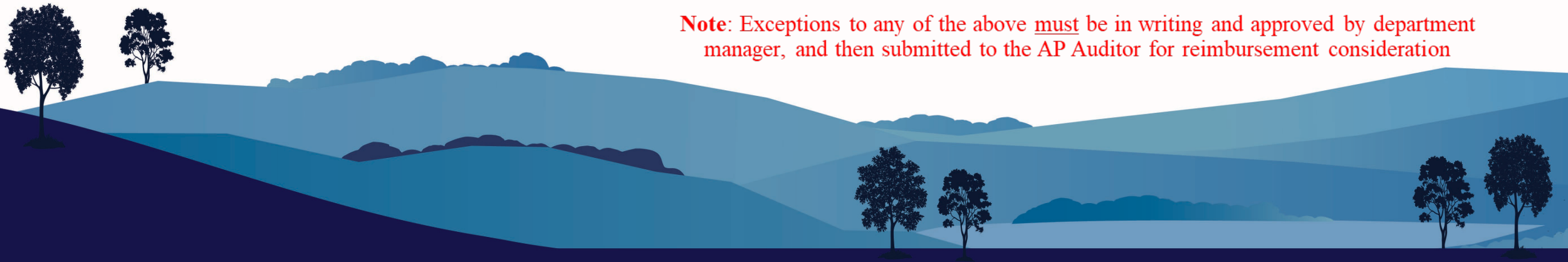
- Transportation expenses (i.e. airfare, taxi, etc.)
- Certain miscellaneous expenses associated with travel, including parking, tolls, and “reasonable accommodations” for travelers with physical or medical conditions and disabilities.



Non-Reimbursable Expenses

- Laundry, unless overnight travel exceeds seven (7) consecutive days
- Valet services for parking, when self-parking options are available, unless there are valid security reasons
- Tips covered by per diem meal allowances
- Entertainment
- Movies
- Alcoholic beverages
- Visa/passport fees, except for GHC Study Abroad Program
- Bank charges for ATM withdrawals, except on international travel
- Airline, car, and card membership dues and club fees
- In-State Lodging Occupancy Tax
- Travel upgrade fees (air, rail, car)
- Childcare costs
- Commuting costs between residence and primary workstation
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Incidental travel expenses during international travel (included in per diem rates and not separately reimbursed)
- Lost baggage, luggage, or briefcases
- Lodging expenses for private residence
- Loss or theft of personal funds or property
- Loss or theft of cash advance money or airline tickets
- Expenses paid for another GHC employee

Note: Exceptions to any of the above must be in writing and approved by department manager, and then submitted to the AP Auditor for reimbursement consideration

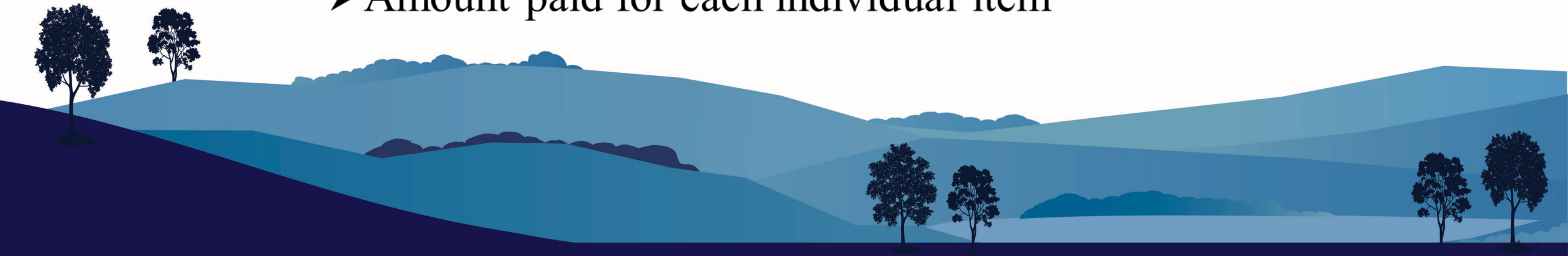


Travel & Expense Receipt Requirements

Travelers must always obtain receipts and submit with expense report, except when per diem travel allowances claimed.

Itemized receipts should include:

- Name and address of the vendor
- Date of service
- Description of goods/service
- Amount paid for each individual item



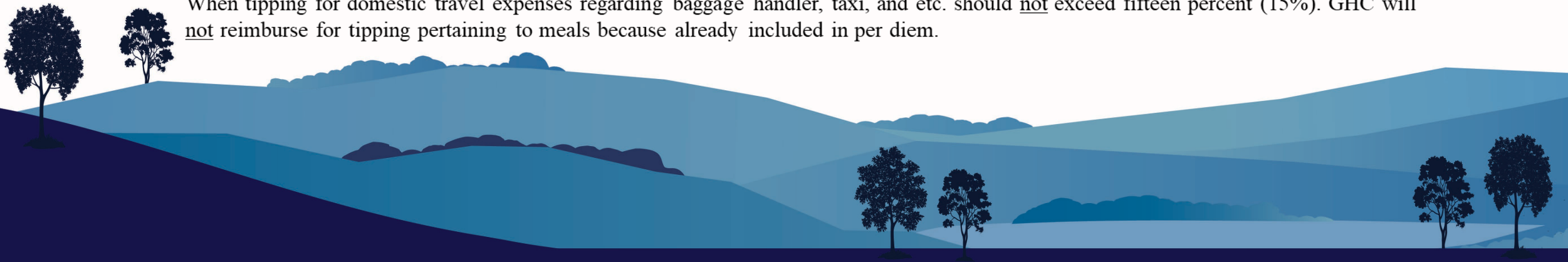
TRAVEL & EXPENSE RECEIPT REQUIREMENTS

Employees must submit receipts for the following expenses:

- Meals purchased “in lieu” of provided at conference, training; or meeting, justification **required**.
- Lodging, itemized breakdown of costs, such as room charge, parking, WIFI, laundry, etc.
 - **Must** report if lodging is shared with another GHC Employee.
- Airline (Flight Cost Comparisons **must** be provided), itinerary and receipt **required**
- Railroad fares
- Rental of motor vehicles; rental agreements **must** be retained and attached to expense report
 - *Direct billed vehicle rentals, employees **must** send approved agreements to us (not attached to expense report)*
- Registration fees
- Gasoline purchased for rental vehicles
- Parking
- Toll fees
- Mass transit fares
- Taxi fares
- Airport van/shuttle fares, and baggage fees

Other documentation needed to explain why expenses were incurred: Agendas, flyers, meeting requests, etc.

When tipping for domestic travel expenses regarding baggage handler, taxi, and etc. should not exceed fifteen percent (15%). GHC will not reimburse for tipping pertaining to meals because already included in per diem.



Lodging

- Employee can request GHC check for lodging.
 - *This is a prepaid expense to be reconciled via expense report upon employees return from trip.*
- To request lodging check, employee must complete a payment request and attach confirmation before submission.
 - Employee must provide hotel receipt upon return and attach to expense report.
- Exempt in State of GA, employees must supply sales tax exemption form and hotel occupancy tax form to the hotel upon arrival when take GHC check. If employee pays lodging, must provide only hotel occupancy tax form.
- Lodging checks mailed only if hotel requires and documentation provided, otherwise all lodging checks held in Business Services for pick up 2-3 days in advance of the trip.



Lodging

- GHC can issue a lodging check for the employee to take in hand to the hotel as long as a check is accepted. The hotel must be an existing approved vendor in the SHARE supplier system in order for a check to be issued.
*If the supplier does not exist in the system, please contact the Procurement office to get assistance with vendor setup.



Mileage Reimbursement Requirements

Mileage rates are subject to change according to State Accounting Office (SAO). Mileage Rates are listed on the GHC Travel website.

- For trips that are 200 miles or less round trip, you may drive your personally owned vehicle and be reimbursed at tier 1 mileage rates.
- For trips over 200 miles, all employees must use the **DOAS Vehicle Rental Cost Comparison tool** to determine the most cost effective means of transportation between personal and rental vehicle. The results showing personal vehicle most cost-effective must be included with expense report.
- For any work related trip, regardless of length, with approval of your manager you may choose rent a vehicle from the State contracted vendor - Enterprise.
- Intercampus mileage grid can be found on our website
- Everyday commute miles must be deducted from miles driven for personal vehicle. Commute miles exempt departing and/or returning on the weekend, holiday, or GHC Headquarters
- Reimbursement for business use of personally-owned vehicle calculated per mile, from point of departure after deduction for normal commuting mileage, based on the current reimbursement rate, set by SAO
- Maps (i.e. Google Maps, MapQuest, Yahoo) showing miles must be provided for mileage reimbursement
- GHC Mileage Log is required



Rental Vehicles

- If a GHC employee paid for the rental vehicle, they must attach rental agreement and receipt to expense report
- Decline liability coverage when renting, employee traveling on state business covered by state's liability policy
- Personal use of State (rented or owned) vehicle is strictly **prohibited**
- Employee traveling in a State (rented or owned) vehicle, family and/or friends **prohibited** to ride
- Direct billing available through Enterprise

***A Purchase Order is Required for Rental Vehicles. Please contact Procurement regarding this process and questions**



Airfare

- Paid airline receipt required showing flight destination(s)
- Employee must provide itinerary departure and return
- Institution reimburse maximum one (1) piece checked luggage per flight (receipt(s) required)
- If refundable fare must be used, difference in cost of flight should not exceed \$150
- Lower cost flights chosen within two hours before or after preferred flight time when alternative flight saves \$200.00 or more roundtrip. Employee must provide the airline print-out as documentation, lower cost chosen
- Airline tickets purchased via P-Card with prior approval. If airfare paid via p-card, employee must enter and submit expense report with airfare listed as payment type “Prepaid Air,” even if no other expenses incurred.



Missing Receipt

- If employee does not have a receipt for one of the **required** items (exclude per diem meals), employee must complete a **Georgia Highlands College Missing Receipt Documentation** form, and must include explanation of the expense on the travel expense report.
- To access form, go to GHC Travel website.
<https://sites.highlands.edu/office-of-finance-and-administration/wp-content/uploads/sites/32/2017/11/359-17ba13bf12c220b-MissingDocumentReceipt.pdf>



Forms

GHC Home > Office of Finance and Administration > Business Office > Travel & Expenses > Travel – Documentation Index

- <https://sites.highlands.edu/office-of-finance-and-administration/business-office/travel/travel-links-and-forms/>



All Travel, Expense, & Contact information can be accessed on
the GHC travel website at:

<https://sites.highlands.edu/office-of-finance-and-administration/business-office/travel/>

Jenica Paige Presley
AccountsPayable@highlands.edu



The logo is enclosed in a dark blue rectangular border. Inside, the letters 'GHC' are rendered in a large, dark blue, serif font. Above and below 'GHC' are two horizontal orange lines. Below these lines, the words 'GEORGIA HIGHLANDS COLLEGE' are written in a smaller, dark blue, serif font. Below the college name is another horizontal orange line, followed by the text 'University System of Georgia' in a dark blue, sans-serif font.

GHC

GEORGIA HIGHLANDS COLLEGE

University System of Georgia

highlands.edu

