

# Travel Guidelines Overview

## BEFORE DEPARTURE:

1. A Travel Authority must be submitted and approved PRIOR TO In-State and Out-of-State travel.
  - Travel authorizations can be submitted in the UGA OneSource system.  
<https://onesource.uga.edu/>
  - International travel requires approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel> authority for risk management and export control purposes.
2. Airfare and conference registration can be reimbursed prior to travel as long as the registration fee does NOT include lodging or meals. All other allowable expenses can be reimbursed after you return.
3. On-line booking services, such as AirBnB, VRBO, Home Away, and other similar type services providers is prohibited.
4. The University does not provide travel advances. Employees traveling on University business should pay for their expenses and then seek reimbursement. In rare cases with certain funding, this may be allowed.
5. You may use a travel agency to book airfare and have it direct billed to the University. **However, employees are strongly encouraged to use the internet in order to avoid travel agent fees.**
6. The State has entered into mandatory statewide contracts with Hertz and Enterprise.
  - Hertz is required for all out-of-State rentals.
  - Hertz or Enterprise can be used for in-state rentals.

## AFTER YOU RETURN:

1. All receipts for reimbursable expenses should be turned in within 30 days of the date you returned. Receipts can be turned in to Christie Haynes in the Microbiology Business office or you may submit them yourself in the UGA OneSource system. <https://onesource.uga.edu/>
2. Meals can be reimbursed at actual cost without receipts as long as they do not exceed the set per diem rate. Or, you may claim the per diem allowance for the area you traveled to.
3. Employees must submit receipts for the following expenses:
  - Lodging, with an itemized breakdown of costs such as room charge, parking, WIFI,
  - Airline, railroad fares, or taxi services
  - Rental of motor vehicles
  - Registration fees
  - Visa/passport fees
  - All other expenditures requiring reimbursement

\*mileage may also be reimbursed when a personal vehicle has been used for business travel.

For travel and reimbursement questions you may contact Christie Haynes in the Microbiology Office.  
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