

Microbiology Department Travel FAQs

1. When will I be reimbursed for my expenditures?

Expenditures can only be reimbursed after they have been spent. For example, lodging costs can only be reimbursed after the hotel stay, but airline tickets and registration fees may be reimbursed before the actual flight or conference since those are paid in advance.

2. How long will it take to receive my reimbursement?

The sooner you submit your receipts, the sooner you will get reimbursed. Once you fill out an expense report in [UGA Financials](#), and your supervisor has logged in and approved it, the reimbursement process will begin. Reimbursement times can vary between a few days and a few weeks depending on funding source and other external factors. If you have not received your reimbursement after 3 weeks, please contact Christie immediately so that she can investigate.

Depending on how your travel is funded, you may be reimbursed via direct deposit, or by a paper check.

3. What can be directly billed to UGA?

- **Airline tickets can be directly billed to UGA if you use one of UGA's approved travel agencies.** However, be aware that tickets purchase through a travel agent are often MORE EXPENSIVE than tickets purchased on your own.
- In some cases, conference registrations and rental cars can sometimes be paid directly—see Christie for more details.

4. I'm driving my own vehicle-how do I calculate mileage?

The easiest way to calculate your estimated mileage is by using an online service (i.e. Google Maps). If you plan to depart directly from your residence, you will need to subtract the amount of miles in your daily commute. (For example: If you drive 100 miles roundtrip for your travel and you drive 5 miles to work every morning and 5 miles back home in the evening, the total number of miles eligible for reimbursement is 90.) Check out [UGA's guide to determining business miles traveled](#) for more details.

4. Can I stay in an Airbnb, VRBO, HomeAway, etc?

- **No, if you are traveling within the United States.** Although these rentals may be less than the cost of a hotel, use of a private residence is prohibited by Section 3.1 of the State Travel Policy. Any rental of a private residence is

prohibited--the State Travel Policy specifically limits lodging to businesses that offer lodging to the general public.

- However, if you are traveling internationally, staying in an Airbnb, VRBO, or HomeAway is permitted.

5. What is a per diem?

A per diem is a maximum daily reimbursement set by the government.

Depending on where you are traveling and the time of year, the per diem may vary. Knowing the per diem associated with your travel destination is a helpful way to estimate your costs when filling out the Request Form. When seeking reimbursement after traveling, you can simply request the per diem instead of providing receipts.

- **When traveling within Georgia, you should use [state employee per diem rates](#). Please note that you can only claim per diem if you are traveling overnight.**
- [The U.S. General Services Administration website](#) provides information about location specific per diems. There is a per diem for lodging, (a nightly rate which does not include fees and taxes), and a per diem for meals. Meal per diems are broken down here to determine breakfast, lunch, and dinner components, and include gratuity. This can be helpful if lunch is included as part of your conference registration, but you still need to purchase your own dinner.
- **Please note that UGA only reimburses meal per diems at a rate of 75% on travel days for trips outside the state of Georgia.** (If you fly to a conference on Wednesday and return Friday, Thursday would be the only day for which you could claim 100% meal per diem reimbursement.) Here is another [break down of meal per diems](#) that explicitly states the 75% rate per meal.
- Meal per diems are reimbursed at 100% for all travel days while traveling overnight in the state of Georgia.
- There is also a per diem for incidental expenses (IE), but UGA only reimburses incidental expenses when travel is international.

6. Still have questions?

For all travel and reimbursement questions, please contact Christie Haynes in the Microbiology Office. Telephone: 706-583-8211 Email: haynesc@uga.edu