



Institute of Bioinformatics
UNIVERSITY OF GEORGIA

Travel and Expenses: Travel Authorities and Employee Reimbursement



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Today's Agenda

- Introductions
- Understanding Travel at UGA
- How to Calculate Travel Cost
- Creating Travel Authorizations
- Creating Expense Reports
- Reimbursing Employees
- Understanding Expense Approvals
- Questions/ Wrap-up

Course Objectives

By the end of this training, you will be able to:

- Understand how travel is processed in the UGA Financial Management System
- Create, review and apply travel authorizations
- Create and review expense reports
- Understand how travel transactions are approved

Understanding Travel at UGA

Travel and Expenses



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Regulations

- The State Accounting Office and Office of Planning and Budgets are responsible for issuing statewide travel regulations.
- UGA is required to report all travel expenditures for UGA employees annually to the state Department of Audits and Accounts.
- UGA maintains an accountable plan (employees & non-employees follow the same travel policy.)

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Requirements

- Travel reimbursements must be filed within 45 days of the completion of travel. Any reimbursements exceeding forty-five days should be accompanied by a letter of justification for the delay.
- Reimbursements filed in excess of 60 days are subject to becoming taxable income.
- UGA does not provide travel advances.

Travel Documents

There are two types of travel documents that you can create or submit:

- **Travel Authorization:** Request for approval to travel more than 50 miles outside of Georgia. This is the official record of travel for the University.
- **Expense Report:** Form that is submitted for reimbursement along with applicable receipts. This document requires certification by the traveler submitting the expense.

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Don't wait to the LAST Minute!

Thanks!



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Calculating Travel Cost for a TA

- Things to consider:
 - Should my flight be directly billed to the IOB?
 - Registration fees
 - Are any of my meals covered?
 - What is the Per Diem for my location
 - I am attending a conference and the hotel rate is higher than the allowable per diem rate, what to do?
 - Do I need a shuttle?
 - Do I need transportation on Location?
 - Calculating mileage

Understanding Per Diems

- Find the information on gsa.gov
- Per diems are determined by location; example Miami FL, M&IE \$66/day
- Daily per diem's are divided into mealtime percentages and reimbursement requests cannot exceed the allowable amount for the location AND mealtime.

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00

Per Diems...continued

- Lodging per diem rates are also determined through gsa.gov
- Lodging per diem amounts can vary month to month
- Example please see the rate for Miami FL, below
- All lodging per diem rates are ROOM RATES ONLY

Lodging by month (excluding taxes) | October 2018 - September 2019

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website](#) (a non-federal website).

Filter Results...

Primary Destination	County	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Miami	Miami-Dade	\$140	\$140	\$192	\$192	\$192	\$192	\$141	\$141	\$118	\$118	\$118	\$118

Flights

1. Can be direct billed to the department; Email the office with your dates and location to receive a quote
2. Book your own flight and be reimbursed. Flights can be reimbursed before the travel date, but only AFTER the TA has been approved.



Mileage

- UGA does not reimburse for gas for the use of personal vehicles
- To calculate the dollar amount for the TA use Google Maps or similar to determine the number of miles for your trip.
- TIP: Save the MAP as a PDF, you will need it for your expense report.



Other Expense ?

- Parking at the airport
- Trains / Taxis
- Car Rental
- Fees

Travel Authorizations

Travel and Expenses



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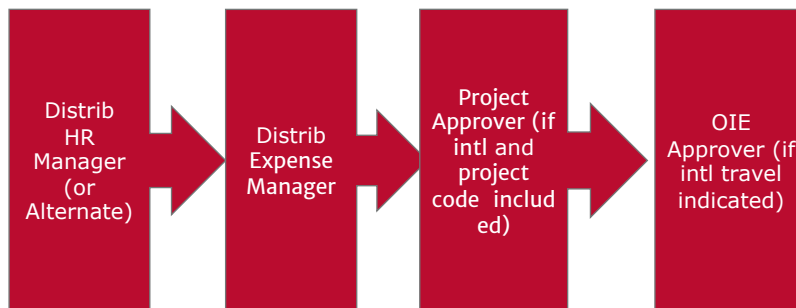
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Travel Authorizations

- Travel Authorizations are a request to travel. They are used primarily for your college, school, department or unit to monitor the proposed travel for expense purposes.
- Authorizations are required for out-of-state travel.
- Travel authorizations are not encumbered.
- When submitting an expense report, multiple expense reports can be linked to a single Travel Authorization
- Expense reports can be linked to travel authorizations for six (6) months after the creation date of the authorization
- Travelers should submit expenses for the trip within 45 days after completion of travel

Travel Authorization Approvals

- Once an authorization is submitted, it goes through an approval process.



Authorizing Direct Bill Expenses

- If employee airfare is to be direct billed to UGA by one of UGA's authorized travel agencies, it should be included on the travel authorization.
- Accounts Payable will receive an invoice from the travel agency and will process the charges to the ChartField distribution that was indicated on the travel authorization.
- When submitting an expense report involving direct billed airfare already paid to the travel agency by UGA, the traveler (or delegate) **will be required to key the airline ticket number on the expense report to verify that the ticket was used.**

Creating Expense Reports

Travel and Expenses



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Recording Instate Per Diem Expenses

- Per Diem rates for instate travel do not use GSA rates for Georgia
 - Standard per diem rate is \$28/day
 - Instate per diem rates only include the cost of meal expenses and NOT incidental expenses.
 - Incidental expenses may be reimbursed separately as actual costs since they are excluded from the per diem allowance.
 - There are 6 counties within Georgia that are considered high cost areas for travel: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond. For these locations, the meal per diem rate is \$36/day

Instate Per Diem Expense Types

Expense Type ▾

D-GA Meals High Cost Day Trip

D-GA Meals High Cost Overnight

D-GA Meals Regular Day Trip

D-GA Meals Regular Overnight

Instate Per Diem Expenses

- To be eligible for a meal reimbursement for instate travel, when there is no overnight lodging, the traveler must meet the following criteria:
 - Must travel 50 or more miles from home and headquarters
&
 - Be away for more than twelve (12) hours (arrival/departure times **MUST** be included on the travel expense statement.)
- Meeting the outlined criteria will allow the employee to receive 100% of the total days per diem rate **even if there is no overnight lodging.**
- If there is overnight lodging, the traveler is eligible for 100% of the per diem on all days of travel, including day of departure and day of return.

Recording Out-of-State Meals

- Per diems for out-of-state travel follow GSA per diem rates and will populate automatically within PeopleSoft based on the destination of travel.
- Incidental expenses are **NOT** included with the per diem rates for domestic travel.
- For **international travel**, incidental expenses **ARE** included with the per diem rate.
- Travelers are only eligible for 75% of the per diem on day of departure and day of return.
- Per diem rate to be used on the day of departure should be the location of where you will spend the night and for the day of return it should be based on where you spent the night before returning to your home base.

Out-of-State Per Diem Expense Types

▼ Employee Domestic Travel

18 rows

Expense Type ◇

D-Meals Out of State Deprt/Rtn

D-Meals Out of State Full Day

▼ Employee International Travel

9 rows

Expense Type ◇

I-Meal International Deprt/Rtn

I-Meal International Full Day

Deducting Provided Meals

- If any meal is included as part of the cost of a conference registration, etc., such meal(s) should not be considered eligible in the calculation of per diem and an employee may not receive per diem for the normally eligible number of meals.
- These meals are deducted in PeopleSoft by using the "Per Diem Deductions" option under "Additional Information."
- Individual meals will be provided for selection based on the daily per diem for the travel destination.

Deducting Provided Meals

Additional Information

*Billing Type

*Expense Location

 Per Diem Deductions	>
 Attach Receipt	>
 Mileage Calculation	>
 Accounting	1 >

Deducting Provided Meals

Cancel
Per Diem Deductions
Done

Date 03/14/2018

Expense Type D-GA Meals High Cost Overnight

Per Diem Amount 36.00 USD

Deduction Details

Expense Type	Deduction Percentage	Deduction Amount	Deduction Calculation	Total Amount
<input type="checkbox"/> 1_Breakfast Meal \$36 (\$27)		7.00		
<input type="checkbox"/> 2_Lunch Meal \$36 (\$27)		9.00		
<input type="checkbox"/> 3_Dinner Meal \$36 (\$27)		20.00		
			Total Deductions	

Lodging

- Employees who travel more than 50 miles from their home, office, residence, or headquarters may be reimbursed for lodging expenses associated with overnight travel.
- On-line booking services, such as AirBnb, VRBO, HomeAway, and other similar type service providers is prohibited.
- UGA employees traveling on official business should not be charged **county or municipal excise tax** ("hotel/motel" or "occupancy" tax) on lodging regardless of the payment method being used. Employees are required to pay any state/local sales and use taxes.
- This exemption form does not apply to employees staying at an out-of-state hotel/motel.
- If lodging is direct-billed to the University of Georgia the hotel/motel should not collect any taxes associated with the lodging expenses.

Mileage

- UGA mileage reimbursement rates are determined by the State Accounting Office of Georgia. UGA will update rates only upon notification from the State Accounting Office.
- \$0.58 per mile for travel on or after January 1, 2019
- Employees may be reimbursed for the mileage incurred from the point of departure to the travel destination. If an employee departs from headquarters, mileage is calculated from headquarters to the destination point. If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, **with a reduction** for normal one-way commuting miles from his/her residence to headquarters. For the return trip, if an employee returns to the headquarters, mileage is calculated based on the distance to headquarters. If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, **with a reduction** for normal one-way commuting miles. The direction of the meeting or temporary work station from the employee's residence is not factored into the reimbursement.

Reporting Mileage

▼ Employee Domestic Travel		18 row
Expense Type ◇		
D-Mileage Motorcycle		
D-Mileage Personal Airplane		
D-Mileage Reduced Rate		
D-Mileage Standard		

Reporting Mileage

D-Mileage Standard - 03/01/2018

*Date: 03/01/2018

*Expense Type: D-Mileage Standard

Description:

Mileage

*Miles: x 0.5350

Payment Details

*Payment: Employee Paid

*Amount: 0.00 USD

Additional Information

*Billing Type: Bill to Sponsor

*Originating Location: Headquarters

Attach Receipt

Mileage Calculation

The rate will default based on Expense Type. The "Mileage Calculation" option under "Additional Information" should be utilized to complete the calculation.

*Expense Type: D-Mileage Standard

*Miles: x 0.5350

 **Mileage Calculation**

Reporting Mileage

Mileage Calculation

Cancel Done

Mileage Calculation

Date: 03/17/2018

Expense Type: D-Mileage Standard

Miles

Total Miles Traveled:

Commute/Personal Miles:

Report Total Miles Traveled and Commute/Personal Miles (when appropriate)

Reporting Mileage

*Date

*Expense Type

Description

Mileage

*Miles x 0.5450

Payment Details

*Payment

*Amount USD

Additional Information

*Billing Type

*Originating Location

[Attach Receipt](#)

[Mileage Calculation](#)

Air Travel

- It is the State policy that state officials or employees traveling by commercial air carrier travel in the most cost-effective manner and utilize the lowest possible coach fares.
- The Fly America Act requires international flights to be U.S. carriers when traveling on federal funds.
- Reimbursement of first class is prohibited.
- Travelers will be required to provide airline ticket numbers on Expense Reports.

D-Air Travel - 03/22/2018

Date

Expense Type

Description

Payment Details

Payment

Amount

Additional Information

Ticket #

Exceptions

Direct Billed to UGA ☐ No

Auto Rental

- Two mandatory contract providers:
- Rental starting in Georgia: Can use Hertz or Enterprise
- Rental starting outside of Georgia: Hertz
- Employees traveling on State business in a rented motor vehicle are covered by the State's liability policy; therefore, liability coverage should be declined when renting a motor vehicle.
- When traveling to destinations outside the Continental U.S. (OCONUS) with the exception of Canada, the State Risk Management Department recommends that travelers accept collision insurance. If an employee rents outside of the statewide contract when the contract provider is not available, then they should purchase the additional coverage that addresses loss or damage to the rental unit. Travelers will be reimbursed for the additional insurance coverage. Contact the DOAS Risk Management Services Department regarding any questions related to rental car insurance coverage.

Required Receipts

Receipts are required for the following. You can take photos of these and store in your My Wallet to make submission of receipts easier

- Meals purchased in lieu of those provided at conference
- Lodging
- Airfare
- Railroad
- Rental Cars
- Gas purchased for rental cars
- Supplies
- Registration Fees
- Laundry Services (when travel exceeds 7 days)
- Visa/Passport Fees

Recording Group Meals

- UGA is required to report travel expenses for every employee to the Department of Audits & Accounts.
- Group meals exist when a meal is attended by one or more UGA employees and paid for by one of those employees. Those costs have to be assigned to the correct employee.
- Meal costs for non-employees are not required to be reported via distribution.
- To record these expenses, select Group Meals as the expense type. Under "Additional Information" select the "Additional Attendees" option. List the name of each participant and the amount that should be reported for each. This only needs to be recorded on the expense report of the traveler who paid for the meal.

Recording Group Meals

Cancel
Attendees Entry
Done

Date 03/17/2018

Expense Type D-Group Meals

Amount 50.00 USD

Attendees

+
Edit

Relationship to UGA	Name	Company	Amount
Employee	Dunlap, Jennifer D	University of Georgia	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

Calculate

Total Amount

Reimbursing Employees

Travel and Expenses



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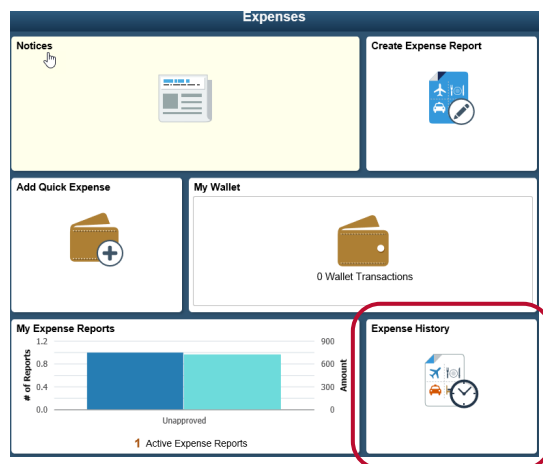
Payment to Employee

- Reimbursements will be deposited into traveler's bank account.
- Traveler will receive email notification when expense report has been approved for payment.

Reviewing Expense Payment History

Your expense reports are kept conveniently for your review as needed.

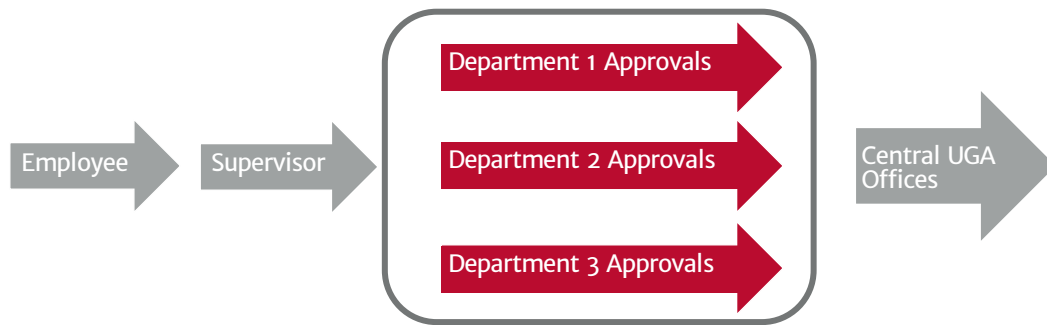
Once approved, they will be listed in Expense History. You can click on any report listing to see details and status



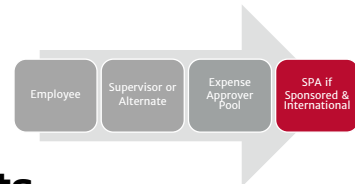
Travel Expense with multiple departments or approval paths

Multiple Distributed Expense Manager approvals can happen at the same time

Transactions are final only when all approvals are complete

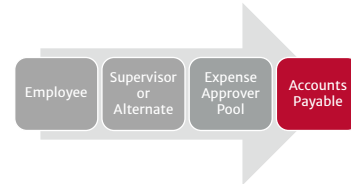


Travel Expense



- Special Approvals: **Sponsored Projects**
- Purpose: Approval from the Sponsored Projects Administration Post Award Office is required if travel is on sponsored funding on **International Travel**
- Expenses will automatically route if needed based on travel destination and chart field distribution.

Travel Expense



- Final Approval: **Accounts Payable**
- Purpose: review for policy compliance and validate receipts
- **End of Process.**
Employee will receive an email notification when AP has submitted the expense report for payment processing

Travel Expenses

- The State Accounting Office requires that all travel reimbursements must be filed within forty-five (45) days of the completion of the travel event. Requests for reimbursement filed in excess of forty-five (45) days after completion of the trip must be accompanied by a letter or justification. Requests filed for reimbursement in excess of sixty (60) days after completion of the trip should be included on the IRS form W2 as taxable income.
- Update to policy coming with HCM implementation in January 2019. Reimbursements submitted in excess of 60 days after completion of the trip will be reported as taxable income.

NOT In EXPENSES: Travel Agency Payments

- On a TA, if "Direct Billed UGA" and a Travel Agency are chosen, payments for those services will be direct bill paid to the Travel Agency and will **NOT** be paid via Expenses to the employee.

Non-Travel Expense Requests

Travel and Expenses



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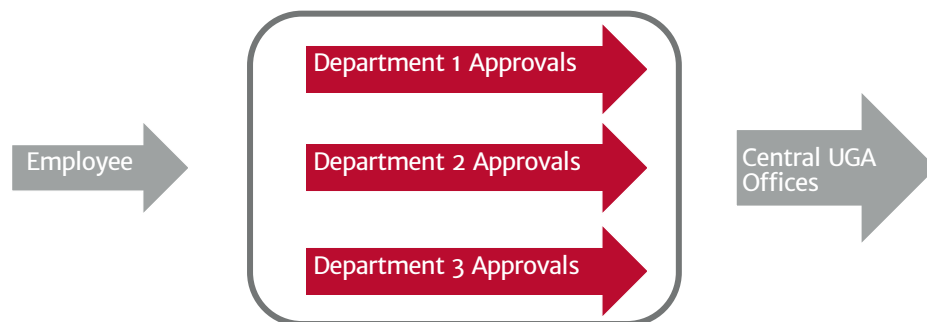
What is a Non-Travel Expense?

- Sometimes during the course of normal business, an employee may incur an expense on behalf of the University and need reimbursement. These expenses should be minimal and non-routine in nature. These types of employee reimbursements should be submitted using the Expenses module on an Expense Report.

Non-Travel Expense with multiple departments or approval paths

Multiple Distributed Expense Manager approvals can happen at the same time

Transactions are final only when all approvals are complete



Non-Travel Expense



- Final Approval: **Accounts Payable**
- Purpose: review for policy compliance and validate receipts
- End of Process.
Employee will receive an email notification when AP has submitted the expense report for payment processing

Terminology to Remember

- Travel Authority
- Travel Expense
- Expense
- Delegate

Questions – Final Questions



Wrap Up

Travel and Expenses



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Summary

- We have discussed the following:
- How travel is processed in the UGA Financial Management System
- How to create, review and apply travel authorizations
- How to create and review expense reports
- How to review employee payments



Resources

- [OneSource Training Library](https://training.onesource.uga.edu): training.onesource.uga.edu
- [OneSource Resources page](#)
- [OneSource Training Resources](#)
- [OneSource FY18 Year End Resources](#)

Contact Us

Project Website

onesource.uga.edu

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The screenshot shows the OneSource website for the University of Georgia. At the top, there is a navigation bar with the University of Georgia logo and the OneSource logo. Below the navigation bar, there is a search bar. The main content area features a section for "Training: May - June 2018" with a sub-header "Registration is now open and available for May - June 2018 training courses." and a "Learn more" link. To the right of this section is a "Training Information" box for "May - June 2018" with a link to "For more information, contact onesource@uga.edu". Below the training section, there are six tiles: "UGA Budget Management System", "UGA Financial Management System", "OneISG Connect System", "Data Analysis and Reporting", "Resources", and "Help". On the right side, there is a "Highlights" section with a list of items: "UGA Budget Management System", "HCM Business Process Review and Forum: April 30, May 1, and May 3", "Monthly Status Call - May 17", "Readiness Kit", "Spring 2018 Key Messages", and "Learn about who is your Change Champion Project Coordinator".



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