Travel Reimbursement Tips

- The State Accounting Office produced the new travel regulations. All state agencies, including colleges and universities, must adhere to these regulations.

- The Ask UGA website provides detail information on the travel policy and contains helpful links to forms and additional information. [http://askuga.uga.edu/default.asp](http://askuga.uga.edu/default.asp)

- Per diem rates – The per diem rates referenced in the policy are not absolute maximums and may be exceeded with proper explanation/justification in the form of an attached memo. In the case of lodging rates, an explanation of justification is required only if the actual amount incurred exceeds the stated rate by more than 25%.

- Lodging submitted for reimbursement must be at an establishment that normally offers lodging to the general public such as a hotel or motel. Lodging may not be reimbursed for a stay at a private residence.

- University employees should not be charged county or municipal excise tax on lodging for in-state business travel. An exemption form may be found on the Ask UGA website which can be presented to the hotel/motel at check in.

- Mileage reimbursement – The applicable rate for mileage reimbursement for the use of a personal automobile is determined by the United States General Services Administration. The GSA website at [www.gsa.gov](http://www.gsa.gov) currently includes information regarding a pending change in the reimbursement rate.

- Mileage calculation – When an employee departs on a business trip in their personal auto from their residence on a weekday, the employee may claim the mileage from their home to their work destination less the mileage from their home to their headquarters (their one-way commute miles). The same calculation must be made when an employee drives their personal auto from a work destination to their residence on a work day.

- An employee must be traveling on business for more than 13 hours in order to be eligible for reimbursement for meals when no overnight stay is required.