AP/Travel Quick Training Guide

- **Financial Services webpage**
  https://www.valdosta.edu/administration/finance-admin/financial-services/travel/
- **State Travel Policy**
  https://sao.georgia.gov/travel/state-travel-policy
- **USG Travel Procedures**
  https://www.usg.edu/business_procedures_manual/section4

*Employees should never pay for another traveler's expenses.
*Student expenses should be paid for using a p-card or a cash advance.
*Non-Conventional lodging is NOT ALLOWED: (AirBnB, VRBO, HomeAway, etc.)
*Meals are not reimbursed for non-overnight travel.
*Expenses should be submitted within 60 days.

Travel and Expense Process Flow

Travel Authorization

- Required for every trip unless a Standing Authority to Travel is in place even if there is no cost associated with the trip.
- Requires budget manager approval and must be forwarded to travel@valdosta.edu.

Expense Report

- Transaction entered by end-user requesting reimbursement for expenses incurred during official travel or for other reimbursable expenses.
- Expense reports must be entered online, attaching required receipts.
- Expense Report must have a Valid budget checking status before it can be approved by the budget manager.

Accounts Payable Reminders

- PO's should be issued for all payments to suppliers.
- Contracts should be submitted and reviewed by procurement before service is performed.
- Subscriptions are required to be in VSUs name.