Traveler submits travel authorization form (T-Auth) unless travelling under STANDING Authorization within Georgia.

Select method of travel. Select lowest cost and most efficient airfare.

Print the flight search webpage for flight cost comparison documentation. Purchase ticket. Note: The most economical flight should be chosen.

Make reservations with Auxiliary Services. Use fuel card with vehicle and your driver’s ID (available from purchasing services) to purchase gas.

Is VSU car available? Use car cost comparison tool if claiming Tier 1 rate.

Use personal car for reimbursement at Tier 2 Mileage rate. Use personal car for reimbursement at Tier 2 mileage rate.

Make and pay for reservations with approved vendors or use Enterprise Direct Bill reservation system. Will employee use rental car?

YES

YES

Is rental car less expensive?

NO

NO

Use personal car for reimbursement at Tier 1 mileage rate. Use personal car for reimbursement at Tier 1 mileage rate.

YES

YES

Upon return, submit expense report through Employee Self Service. Send a copy of the report, approved by your supervisor, with original receipts, and the car cost comparison or flight cost comparison to Accounts Payable. Note: File an expense report within 60 days of return from trip.

NOTE: This is a summary of procedures only. Please refer to the institution’s travel website at http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/travel.php for complete and official instructions.

CAUTION:
- P-Card cannot be used for travel
- Per diem rules apply
- Present “Certificate of Exemption of Local Hotel/motel Excise Tax” upon arrival at hotels in Georgia.
- 1st and last day travel – 75% of allowable per diem