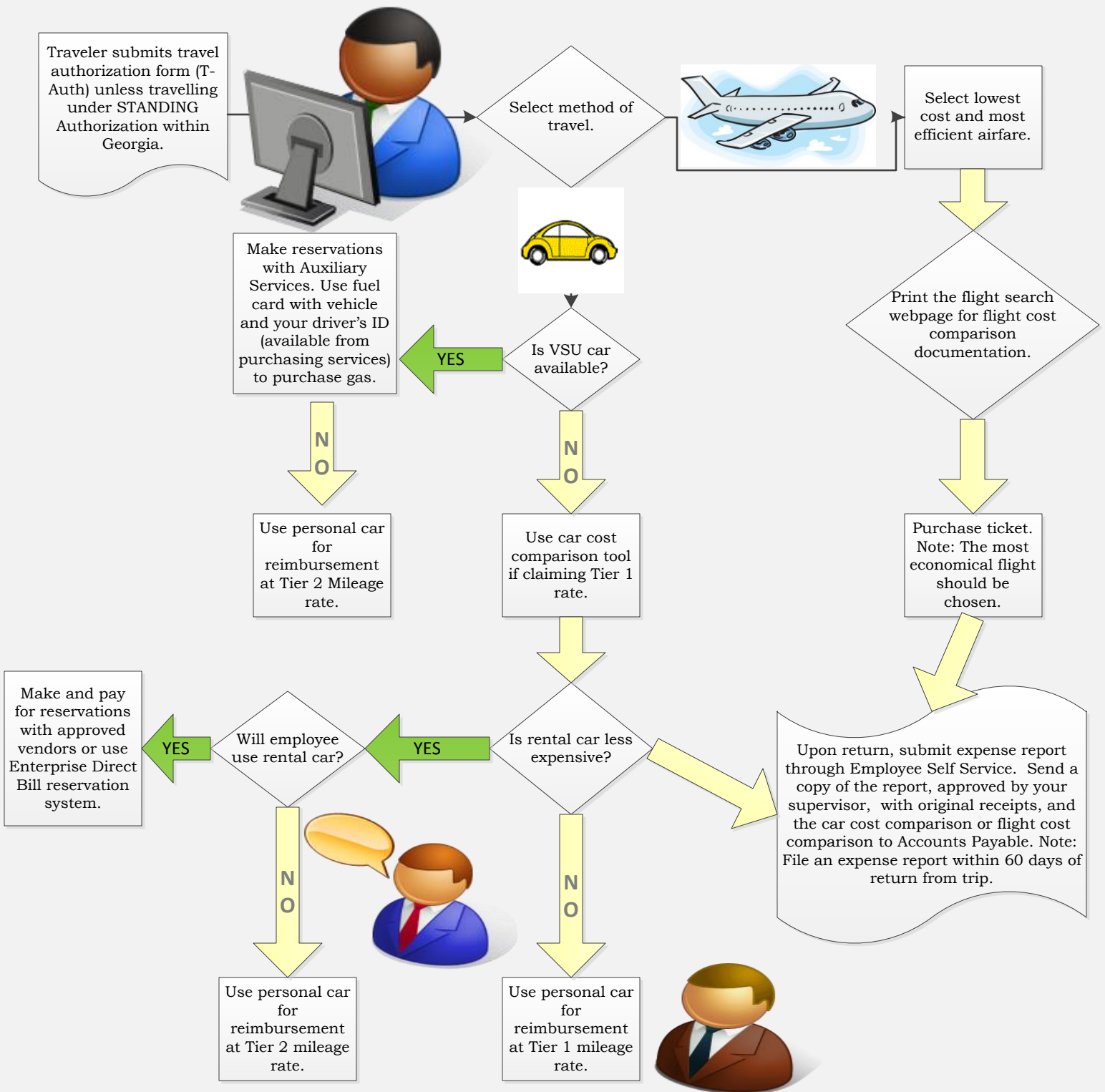


# VSU Travel Procedures



**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.
- 1<sup>st</sup> and last day travel – 75% of allowable per diem