

Travel Tips

Do this first:

Submit a travel authorization form. Once it is approved, print out that e-mail and save it as you will need to submit it later with your expense report.

If flying:

You will need to print out a screen shot of the airfares for your outbound and inbound flights. You do not have to choose the cheapest airfare on any given day so long as you have a reason as to why you did not (connection time too short for example). If you are picking a flight from Travelocity or Expedia, etc., be sure to screen shot the fares before you hit the Select button. Print out the screen shot or paste it to another document before you hit Select and leave that page to be sure you captured it. Do the same thing for your return flight. You will need these pictures for your reimbursement. You do not have to check flight information from surrounding airports. Now that airlines have five or more categories of seating make sure you choose economy (no upgrades to wider seats, etc). You can be reimbursed for your flight before you leave.

If driving:

You should always try and use the department or fleet vehicles if possible as you will use a gas card and you do not need to do a car-cost comparison. If none are available, print out the e-mail that informed you of that no fleet vehicles were available. You do not need to document that the department vehicles are not available. Next, you will need to do the car-cost comparison. You will have to choose the cheapest mode of travel in this case. Be sure and print the results of the comparison as you will need this along with the fleet vehicle denial in order to be reimbursed.

The following mileage rates are applicable to travel that occurs on or after January 1, 2015:

1. Tier 1 Rates: (when it is determined that a personal motor vehicle is the most advantageous form of travel). Car Cost Comparison is required.

Automobile - \$0.56 per mile

2. Tier 2 Rates: Car Cost Comparison is not completed or when the Car Cost Comparison indicates a rental car is the most cost effective method of travel but the personal vehicle is used for travel.

Automobile - \$0.16 per mile

Normal commuting miles must be deducted when calculating the business miles if the employee departs and/or returns to their residence and travel is not occurring on a weekend or holiday.

Rental Car:

- VSU will reimburse employees for rental car expense and any gasoline expense associated with the rental car. Travel via rental car does not require a car cost comparison.
- VSU has a direct billing account set up with Enterprise to eliminate employee out of pocket expenses associated with car rentals. Please contact Financial Services-travel to get VSU's corporate ID# for your reservation.
- Do not purchase insurance for state contracts (Enterprise and Hertz) as it will not be reimbursed and employees are covered as long as the travel is business related. However, if renting a car from a company not on state contract, or travel is international, the employee must ensure to purchase the collision damage waiver for the rental as the State does not provide collision coverage for these vehicles.

Registration

You can be reimbursed for this prior to your travel if you pay it yourself. Make sure no memberships are included in this purchase.

Meals

Receipts are not required with the exception below. If your conference or hotel offers meals included in the package you purchased then do not include these in your expense report. However, you are not required to use the hotel/meeting meals if you do not wish to do so but be sure and keep a receipt for your meal in this case to submit with your expense report (per diem limits will still apply). You will also need to provide a justification of why you chose to purchase a meal instead of partaking of the one that was provided (maybe a lunch meeting with someone for example).

You do not have to enter the times of your meals on your expense report. Remember that you will only be reimbursed for 75 % of meal costs on the first and last day of travel out-of-state so plan accordingly. You do not make this cut on your expense report – the travel office will do that.

Employees traveling overnight within the state of Georgia will receive 100% reimbursement on the first and last day of travel, less any provided meals(s). Nothing is reimbursed if there is no overnight stay.

Hotels

You will not be reimbursed for this until after your trip. Just get a receipt and you do get reimbursed for taxes so be sure and total that up for each day.

Printed copy of expense report is no longer required.

Electronic Receipts – The attachment feature in PeopleSoft can now be used to attached all supporting documentation to an expense report

Transactions for certain expense <\$25 No Longer Require Receipts – For the following travel expenses that are typically under \$25, we will no longer require that a receipt be submitted.

- Gasoline purchased for rental vehicles
- Parking
- Highway Tolls
- Mass Transit tickets
- Taxi Fares
- Airport Vans

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