1. **BEORE THE EVENT** (14 days min):

**Submit a completed** [**Travel Authorization (T-Auth),**](http://services.valdosta.edu/asp/forms/financial/travel.aspx) with:

* Event description, location, dates of travel, contact information, etc.
* Estimated Costs – Itemized:

Transportation (Flight, Car, Rental, Registration Fees, Hotel & Meals *(use Per Diem Rates)*

* ***In state travel use*** [***GA Per-Diem rates for B, L, D.***](http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/accounts-payable-faqs.php#13)
* ***Out of state travel use*** [***Domestic/National Per-Diem rates for B, L, D.***](http://www.gsa.gov/portal/content/104877)

**If travel involves flight:**

* Valdosta Regional Airport - VLD is the preferred departure location.
* Select lowest cost and most efficient airfare.
* Print flight search webpage at time of purchase for flight cost comparison documentation.
* Purchase the most economical flight option.

* Include departmental account funding codes or alternate approved funding codes, such as: Faculty Development Grants (Instructional, Curricular, Presentation), Research Grants, etc.

* **Funding must be approved by the budget manager(s) / supervisor(s).**

**If travel involves the use of a vehicle / car:**

* Check to see if a [VSU fleet vehicle](http://services.valdosta.edu/auxit/vehiclereservationform.aspx) is available, managed through Auxiliary Services.
*Please read the vehicle conditions page.  Vehicles are reserved on a first come first serve basis; reservation requests are only accepted via the web site. Traveler must have an approved*[***Fuel Card application and PIN.***](http://www.valdosta.edu/administration/finance-admin/business-services/fleet-coordination/forms/fuel-card-program-application.pdf)*Original receipts must be submitted to your home department Head/Supervisor.*
* If a VSU fleet vehicle is not available, use the [Car Rental Cost Comparison Tool](http://ssl.doas.state.ga.us/vehcostcomp/) to check options, to determine the most cost advantageous method of travel being used by employees traveling on official state business.

* Mileage Reimbursement rates:

**Tier 1 Rate** - When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at the rate of **$0.575 per mile (auto).**

 **Tier 2 Rate** - If an agency owned vehicle is available and its use is determined to be most advantageous to the state, OR if it is determined that a rental vehicle is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the rate of **$0.23 per mile.**

* Employees are required to report odometer readings on travel expense forms.
1. **TRAVEL / ATTEND EVENT:**(Keep original receipts and invoices; airline, rental car, hotel, gas receipts, etc.)

**Fill out** [**Hotel Tax Exemption Form**](http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/SOG%20Hotel%20Tax%20Exempt%20form%20FINAL.pdf)**; submit to front desk at check in.** *(This saves GA state tax).*

***Meal receipts are not necessary –***

* ***In state travel use*** [***GA Per-Diem rates for B, L, D.***](http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/accounts-payable-faqs.php#13)
* ***Out of state travel use*** [***Domestic/National Per-Diem rates for B, L, D.***](http://www.gsa.gov/portal/content/104877)
1. **REIMBURSEMENT - AFTER RETURNING FROM EVENT**(within 60 days max):
* Log into PeopleSoft Expense Module and complete an Expense Statement with itemized list and original receipts/invoices.
* Itemize every expense by date including but not limited to:
* Hotel (per night), per-diem (lunch, breakfast, dinner).
* Include airline costs, rental car, cab, public transportation, parking, etc.

**The expenses reported should correlate to the expenses outlined in the original T-Auth.**

**The traveler will not be reimbursed for items not included in the original request.
*More info at:***[*VSU Financial Services - Accounts Payable FAQs*](http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/accounts-payable-faqs.php)

1. Input the correct approved accounting codes (there may be several accounts used for one event).

*Include departmental account funding codes or alternate approved funding codes, such as:*

*Faculty Development Grants (Instructional, Curricular, Presentation), Research Grants, etc.*

1. **Check for accounting errors.**
2. Before submitting the PeopleSoft electronic expense report/form:
**You must use Print View and print a hard copy of the expense report / form.**
3. Sign and date the printed expense/ report form *(Keep a copy for your files)*.

Forward **ALL** documents/receipts to your supervisor/budget manager(s) to sign.

1. Submit the expense report electronically through PeopleSoft Expense Module.
2. Supervisor/budget manager approves/disapproves electronically through PeopleSoft.
3. Submit/deliver the signed expense report/form and ALL original paperwork/receipts to:

Financial Services Office in the UC, Entrance 5, 229-333-5708. ***(Keep a copy for your files)***

1. After processing and approval in Financial Services, you will receive reimbursement funds.

**Travel Information - Financial Services:***(Regulations, Documents required, Mileage Chart, Per-Diem Rates, Other Tips, etc.)*

<http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/travel.php>

**Travel Procedures - Financial Services:** *(Reimbursement Procedures, Car Contracts, Mileage Rates, Hotel Tax Exemption, etc.)*

<http://www.valdosta.edu/administration/finance-admin/financial-services/faculty-staff/travel-procedures.php>

