



# Travel Policies and Procedures

Atlanta Metropolitan State College (AMSC) adheres to the travel regulations set forth by the Board of Regents of the University System of Georgia. It is important that each employee review these regulations prior to any travel to ensure compliance and avoid incurring non-reimbursable expenses.

More specific outlining of travel policies can be found in the [SOG Statewide Travel Policy](#). Payments for travel are made through the [PeopleSoft Financials System](#). Inquiries concerning travel can be directed to the AMSC accounts payable staff at 678-623-1135.

## Daily Per Diem

- 11.9.12: Per Diem allowances are calculated based on last location of the travel day. For non-overnight travel, the calculation is based on the last business location. For overnight travel the calculation is based on the location of lodging for each night of travel. 75% of per diem is now calculated for date of return and departure. For example: if \$28 total reimbursement,  $\$28 \times 0.75 = \$21$  allowable on travel departure and return day. 75% of per diem is also calculated for single day trips when travel is greater than twelve (12) hours or more than fifty (50) miles from home or headquarters. If a meal is provided at no cost in conjunction with travel, the full meals per diem reimbursement rate is reduced by full amount of the appropriate meals after the 75% proration. For example: per diem allows \$28 total reimbursement for the day and if lunch was provided at no cost on travel departure or return, then the total reimbursable amount for the day would be  $\$15.75$  ( $\$28 - \$7$  for lunch] =  $\$21 \times 0.75 = \$15.75$ ). To see individual rates or high cost areas visit this website: <http://sao.georgia.gov/state-travel-policy>

## Lodging

- 11.9.12: Destination must be more than fifty (50) miles from main campus. Travelers are required to submit a copy of the sales tax-exemption form when they register at hotel. All lodging claims must be documented by receipts. Receipts submitted must be a hotel receipt with a zero (0) balance that includes room cost, mandatory parking and taxes only. Express checkout will not provide the proper receipt.

## Expense Report

- 11.9.12: Submission of expense report must be within forty-five (60) days of travel. Expenses submitted in excess of forty-five (60) calendar days may not be reimbursed. **If it is determined they may be reimbursed, they will be reimbursed through payroll and they will be taxable.** Travel expense reports may be selected for audit at any time and all required receipts must be retained by the traveler for three (3) years after the travel date if not attached to the expense report. Receipts may be scanned and attached to the expense report electronically to avoid being lost and may speed up

the approval and payment process. Please remember to attach supporting documentation such as receipts, agendas, participant lists, flyers, parking receipts, etc. to help speed up your payment.

## Mileage

- 11.9.12: Traveler should use personal vehicle only when it is the least expensive option and no temporary vehicle is available or the supervisor determines in writing that the least expensive option is not efficient. It is up to the employee/supervisor to provide this documentation upon each travel occurrence in their department. Please see website for mileage reimbursement rates:  
<http://sao.georgia.gov/state-travel-policy>

## Airfare

- 11.9.12: Lowest Logical Airfare should be chosen. This means the lower cost of flights should be chosen within two (2) hours before or after the preferred flight time when the alternative flight saves \$200 or more round trip. Connecting flights should be chosen over non-stop if the connection does not add more two (2) hours to travel time, saves \$200 or more and does not require a change of airline. The State will only reimburse a maximum of one (1) piece of checked luggage. If refundable fare must be used, the difference in the cost should not exceed \$150. Business class is reimbursable for international flights only if nonstop and greater than ten (10) hour flight. Federal regulations require that U.S carriers be used for foreign travel on trips funded by federally sponsored programs.