

Warnell Travel

Warnell contact person for travel: Amber Mallory

Room 2-219

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***UGA Employee

• Due to insurance purposes **ALL UGA EMPLOYEES** traveling on official UGA/Warnell business are required to fill out a Warnell Travel Authorization form (<http://travel.forestry.uga.edu/>). Even if there is no cost to UGA. This form is required **two weeks prior to your trip** for approval and processing. This form is electronically submitted and allows Amber Mallory in the fiscal office to process a UGA OUT OF STATE TRAVEL AUTHORIZATION for you if one is needed.

Faculty on the Warnell Travel Authorization Form select "FACULTY" under the SUPERVISOR FOR APPROVAL. Non-Faculty/students select "Your supervisor's name" under the SUPERVISOR FOR APPROVAL.

• If you are traveling out of state/country, once Amber processes your UGA Travel Authorization for you and it is approved by all UGA levels, she will e-mail you the Travel Authorization number. At this time you may start booking your travel.

• Once you return from your trip you have 30 days from the completion of your travel to submit your UGA travel expense statement to Amber for processing. If UGA does not receive your travel expense reimbursement within 60 days from the completion of your travel, the request may be denied.

(https://busfin1.busfin.uga.edu/accounts_payable/travel_expense_login.cfm).

***NON-UGA EMPLOYEE

• Non-employees will only submit the Warnell Travel Authorization Form (<http://travel.forestry.uga.edu/>) for the portion of airfare which is to be direct billed to UGA. This form is required **two weeks prior to the trip** for approval and processing. Please call Amber (706-542-6650) once you submit the Warnell Travel Authorization form and give her your entire social security number so she can process your UGA TRAVEL AUTHORIZATION. When the UGA Travel Authorization is approved, she will e-mail you the Travel Authorization Number. At this time you may start booking your travel. If you do not need to direct bill airfare, you do not need to fill out the Warnell Travel Authorization form.

• Once you return from your trip, you have 30 days from the completion of your travel to submit your travel expenses for reimbursement to Amber for processing. Please fill out the UGA honoraria form

(<http://www.busfin.uga.edu/forms/f210.pdf>) for any out of pocket travel expenses (do not include the direct billed airfare) and have the approving professor that you traveled for sign the honoraria form to show he/she agrees with your reimbursement amount. Attach all original itemized receipts to the Honoraria Form and bring/mail to Amber for processing

When do you need a letter of approval or justification? (Applies to EVERYONE who travels)

• If you are traveling out of country you must submit to Amber a letter of request addressed to the Dean with an attached daily itinerary. Once you return from your trip you will need to turn in with your UGA travel expense statement a trip report, basically a recap of what you did on the trip. (Required for UGA employees and Adjunct employees only).

• If you need to rent a car you must submit to Amber a letter addressed to the Dean for his approval of the rental car prior to your trip.

• If you exceed the meals or lodging rate you must write a letter of justification addressed to "Whom it may concern" and hand to Amber. Also, you must submit the original itemized meal receipt with your letter to claim the meal overage.

• If your travel expenses are filed in excess of 30 days after completion of the trip the expenses must be accompanied by a letter of justification addressed to "Whom it may concern".

• If you did not submit a Warnell Travel Authorization form before your trip you need to submit to Amber a letter of justification addressed to "Whom it may concern" explaining why you did not submit a travel authorization form two weeks before your trip.

Lodging receipt: If you are more than 50 miles from your home, office, residence, or headquarters you may claim lodging. Hotel receipts must be in the traveler's name in order to claim the out of pocket expense. If the receipt is not in traveler's name please see Amber Mallory so she can inform you of the correct travel reimbursement procedure in order to claim lodging.

Hotel/Motel Tax excise except form (http://www.busfin.uga.edu/forms/excise_exempt.pdf) for instate lodging only.

Unallowable expenses: Laundry (allowable when overnight travel exceeds 7 consecutive days), Tipping for maid services, Valet services for parking (when self-parking options are available), Theater, Entertainment, Alcoholic beverages, Bank charges for ATM withdrawals

Meal Expenses Associated With Overnight Travel (GENERAL RULE)

Day of departure:

Departure for overnight trip prior to 6:30 am: Employee is eligible for per diem for breakfast, lunch and dinner.

Departure for overnight trip prior to 11:00 am: Employee is eligible for per diem for lunch and dinner.

Departure for overnight trip prior to 5:30 pm: Employee is eligible for per diem for dinner.

Day of return:

Returning from overnight trip after 6:30 am: Employee is eligible for per diem for breakfast.

Returning from overnight trip after 1:30 pm: Employee is eligible for per diem for breakfast and lunch.

Returning from overnight trip after 7:30 pm: Employee is eligible for per diem for breakfast, lunch and dinner.

Meal Expenses Not Associated With Overnight Travel

Employees may be reimbursed for a noon meal if the meal is a scheduled part of an Intra-University meeting or training session. Reimbursement for the meal expenses must be processed using the travel expense statement with a copy of the formal meeting agenda attached.

Employees who are more than 50 miles away from home or headquarters on a work assignment and are away for more than 13 hours may be reimbursed for meals, even when there is no overnight lodging. In this situation, employees are entitled to reimbursement for the noon meal.

Instate Travel Per Diems

Travel to points outside Georgia, but within fifty miles of the state border, will be construed as in-state travel. Certain areas may not be approved as instate by Accounts Payable, so you may want to use Google to find out the mileage and attach a print out to your travel expense statement to prove how your travel is within 50 miles of the Georgia border. You will use the \$28 per day meal breakdown below for these areas and your maximum lodging amount will be \$87.50 per night.

Meal allowance for travel within Georgia is \$28, until further notice (\$6 for breakfast, \$7 for lunch, \$15 for dinner).

Meal allowance for travel to high cost areas within Georgia is \$36 (\$7 breakfast, \$9 lunch, \$20 dinner). High cost areas are the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, & Gwinnett.

Any instate meal per diem that is exceeded should be justified on the travel expense statement and the original itemized paid receipt needs to be attached.

Out of state travel

All out of state travel within the United States should use the federal per diem guidelines on the following link (http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC).

Please note that if neither the city nor the county is listed, the location is a standard Conus destination with the rate of \$70 + 25%=\$87.50 for lodging and \$41 for meals (\$7 breakfast, \$11 Lunch, and \$23 Dinner).

Lodging which exceeds the federal per diem rate in excess of 25% must be justified by the traveler on the travel expense statement.

Meal Expense breakdown (\$5 incidentals are not allowed):

Meal per diems that exceed the meal breakdown should be justified on the travel expense statement and the original itemized paid receipt needs to be attached to your travel expense statement.

Mi&E	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5 not allowed	5 not allowed	5 not allowed	5 not allowed	5 not allowed	5 not allowed

Foreign Per Diem Rates

Please use the following link to determine the lodging and meal rates for foreign areas

(http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1376)

To determine the meal breakdown for the foreign areas please use the following link

(http://aoprals.state.gov/content.asp?content_id=114&menu_id=81). You will need to locate your meal rate on the chart and follow the rate to the right for your meal breakdown. Remember do not include the incidental amount on your meals.