

Warnell Travel

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*****UGA Employee*****

- Due to insurance purposes **ALL UGA EMPLOYEES** traveling outside of Georgia must fill out a Warnell Travel Authorization form prior to travel <http://travel.forestry.uga.edu> Even if there's 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 Tricia Clark in the fiscal office to process a **UGA out of State Travel Authorization** for you if one is needed.
- **Employee Foreign Travel:** On the Warnell Authorization **SELECT Dr. Dale Greene** as the supervisor on the Warnell Travel Authorization (**this is now the required approval letter from the Dean**). You will also need to complete the following Warnell International form https://www.warnell.uga.edu/sites/default/files/inline-files/International%20Travel%20Form_0.pdf and hand to Tricia for processing of the UGA Travel Authorization.
- **Non-out of country travel: 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 Tricia processes your UGA Travel Authorization and it has been approved by all UGA levels, she will e-mail you the UGA Travel Authorization Number (TA#). At this time you may start booking your travel.
- You will have **20 days** from the completion of your travel to submit your UGA travel expense statement to Tricia for processing of reimbursement. **If Accounts Payable does not receive your travel expense reimbursement within 45 days from the completion of your travel, the request may be denied.**
https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm
- **For departmental scanning purposes PLEASE neatly tape all receipts to an 8x11 sheet of white paper. Also please do not fold your documents or use the double sided print feature.**

*****NON-UGA EMPLOYEE**

A student authorized to travel for participation in academic programs and sanctioned student events to include athletic and recruiting events. An individual contracted to perform a service for the institution. A job applicant travel associated with an interview, or an official guest providing a direct benefit to the university by collaborating, presenting or participating in academic, and research or conference activities.

- **Please complete Vendor Profile form if you have not already filed one with UGA.** *In order to comply with various Federal and State reporting requirements regarding the collection and reporting of correct taxpayer identification numbers (TIN), the University of Georgia Procurement and Accounts Payable departments require individuals, companies, and organizations that anticipate receipt of a purchase order or a payment from the University of Georgia to submit a vendor profile form*
<https://webapps.ais.uga.edu/UVDB-VP/home.seam>
If you are a non-resident alien please complete the **W8BEN form** on page 2 instead of the above vendor profile form.
- **Non-employees will only submit the Warnell Travel Authorization Form** <http://travel.forestry.uga.edu/> **to cover the airfare portion only which will be direct billed to UGA.** This form is *required two weeks prior* to the trip for approval and processing. Tricia Clark will then process your UGA travel authorization and when the UGA travel authorization is approved, she will e-mail you the Travel Authorization Number (TA#). At this time you may start booking your travel.
- **You have 20 days from the completion of your travel to submit your travel expenses** for reimbursement to Tricia 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 (If the meal receipts are not attached reimbursement will not be granted for the meal.)** to the Honoraria Form and bring/mail to Tricia for processing. 180 East Green St. Athens, GA 30602.

Honoraria form for Nonresident Aliens http://www.busfin.uga.edu/forms/honorarium_nra.pdf See page 2 for a list of required documents that are required along with your honorarium for reimbursement.

Payment Checklist for Nonresident Aliens:

1. Copy of individual's passport identification page, and I-94 card and visa (visitors from Visa Waiver countries or Canada will not have a visa)
2. Reimbursable Expense Statement for Non Resident Aliens
http://www.busfin.uga.edu/forms/reimbursement_nra.pdf
3. Supporting documents and **ALL ORIGINAL** itemized receipts of expenses (including meals)
4. W8BEN form <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf> if you have not already submitted one for UGA. Questions about this form need to be address to Accounts Payable 706-542-2786.
5. Please submit with your documents a memo stating the purpose of your travel.

When do you need a letter of approval or justification attached to your expenses? (Applies to Employees and Non-Employees)

➤➤ If you are traveling out of country you must submit your Warnell Travel Authorization to the school's Dean, Dr. Dale Greene for approval. Please provide all details such as purpose of trip, itinerary and funding source in the space provided for "Nature of official Business" Once the dean has approved your out of country Warnell travel authorization Amber will submit your UGA travel authorization. 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. (This is required for UGA and Adjunct employees only).

➤➤ Employee must obtain prior approval from the Dean if they plan on upgrading to business class for any nonstop international flight that exceeds 10hrs in duration.

➤➤ In the event that you are charged for more than 1 piece of luggage

➤➤ Any meal expenses that exceed the maximum federal per diem rate should be explained and justified in a memo. Addressed to "Whom it may concern" and hand to Amber. You must submit the original itemized meal receipt with your letter to claim the meals.

➤➤ The State Accounting Office requires that all travel reimbursements must be filed within forty-five (45) days of the completion of the travel event. Requests for reimbursement filed in excess of forty-five (45) days after completion of the trip must be accompanied by a letter or justification addressed to "Whom it may concern".

➤➤ In the event that you do not submit a Warnell Travel Authorization prior to your trip, please submit to Perry a letter of justification addressed to: Whom It May Concern, stating that you have not followed proper procedure and will adhere to the policy in the future.

Required Documentation of Travel Expenses Statement

Employees requesting reimbursement for travel expenses are required to submit their claim to Tricia Clark via hard copy of the travel expense statement found online at:

https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm

Your UGA Travel Expenses Statement **MUST INCLUDE** the following or Accounts Payable will return form for completion:

- Travelers Name
- Dates: "from/to"
- Headquarters (where you work from)
- Institution (school/college)
- Residence (your mailing address a check can be mailed to)
- Purpose of trip
- Justification if any expenses exceed federal per diem limits or anything that needs to be justified
- Departure time and arrival time for first and last day of your travel
- Location/Points visited for each travel day
- Lodging rate must be broken down per night if any
- Mileage shows reduction for normal one-way commuting miles if relevant
http://www.busfin.uga.edu/accounts_payable/business_miles.html
- Traveler signature

Rental Car:

http://www.busfin.uga.edu/accounts_payable/rental_cars.html

Important information about using personal vehicle and state vehicle:

State owned vehicles may not be used to drive to and from an employee's residence or parked overnight at an employee's residence without prior written approval by the Dean of the College or Director of the unit concerned.

While driving your personal vehicle on State business, the State provides full liability coverage and personal immunity for the employee for damages and injuries the employee may cause to others. It does not, however, provide coverage for the damages to your personal vehicle. Cost of repairs to a vehicle, whether or not they result from the traveler's acts, are not reimbursable.

Under no circumstances will the State reimburse parking fines or moving violations.

Lodging receipt:

Employees traveling more than 50 miles from their home/office/headquarters may be reimbursed for lodging with overnight travel. GSA rates have been established and should be utilized for lodging. These rates can be found at <http://www.gsa.gov/portal/category/21287>

Lodging claims must be documented by an original **itemized** receipt and in the traveler's name in order to claim reimbursement. If the receipt is not in traveler's name please see Tricia Clark to assist in the correct reimbursable procedure. Please make sure that your bill shows a \$0 balance or has a payment method listed. If it does not a credit card statement must be attached to the itemized hotel bill.

Hotel/Motel Tax excise exempt form: This exemption does not apply to employees staying at an out-of-state hotel/motel. http://www.busfin.uga.edu/forms/excise_exempt.pdf

The University of Georgia is authorized to reimburse the employee for the hotel/motel tax if the employee provides the following information: employee name, date(s) of lodging, name, address, phone number of hotel, and documentation from the hotel/motel of their refusal to omit the excise tax.

Unallowable expenses:

- Airline, car, and card membership dues and club fees; travel upgrade fees (air, rail, car)
- Alcoholic beverages
- Childcare costs
- Clothing and toiletry items
- Commuting between home/residence and workplace headquarters

- Country club dues
- Expenses related to vacation or personal days taken before, during or after a business trip
- Haircuts and personal grooming
- Loss Damage Insurance when State agency is available and another auto agency is utilized
- Loss or theft of petty cash money or airline tickets
- Laundry (allowable when overnight travel exceeds seven (7) consecutive days)
- Loss or theft of personal funds or property
- Lost baggage
- Luggage or briefcases
- Medical expenses while traveling
- Mini-bar charges
- Movies
- No-show/Cancellation fees or fees related to hotel late check-out (unless business or weather related)
- Personal reading materials (magazines, newspapers, etc.)
- Personal vehicle maintenance
- Personal entertainment
- Personal pet care
- Recreational expenses
- Saunas, massages
- Shoe shines
- Souvenirs or personal gifts
- Traffic citations (moving violations), parking tickets, court fees and other fines
- Travel accident insurance premiums
- Valet services for parking, when self-parking options are available
- Theater
- Entertainment
- Bank charges for domestic ATM withdrawals
- Rental vehicle maintenance (including car washes)
- TSA PreCHECK Application Fee

Instate Travel Per Diems: http://www.busfin.uga.edu/accounts_payable/instate_travel.html

The standard Georgia meal allowance is \$28. The meal allowance for high cost areas (Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties) is \$36. Employees who travel **more than 50 miles** from home and headquarters on a work assignment, **and** are away **for more than twelve (12) hours** may receive 100% of the total day's per diem rate, even when there is no overnight lodging. Employees traveling overnight within Georgia are eligible for three meals per day other than the day of departure and return. The day of departure and return are limited to 75% of the daily per diem. Any instate meal per diem that is exceeded should be justified on the travel expense statement and the **original itemized** paid receipt must be attached.

Standard Georgia Meal Allowance	75%	High Cost Area Meal Allowance	75%
\$28	\$21	\$36	\$27
Breakfast: \$6.00	\$4.50	\$7.00	\$5.25
Lunch: \$7.00	\$5.25	\$9.00	\$6.75
Dinner: \$15.00	\$11.25	\$20.00	\$15.00

For trips involving multiple travel destinations, base the reduction on the per diem in effect for where the night was spent as follows: Departure Day: Where you spend the night

Return Day: Where you spent the night before returning to home base.

Meal Expenses- No Overnight Travel in Georgia:

Employees who travel **more than 50 miles** from home and headquarters on a work assignment, **and are away for more than 12 hours** may receive 100% of the total day's per diem rate when there is no overnight lodging. State per diem rates: \$28 for Georgia, \$36 for Georgia high cost areas. Original Itemized Receipts are needed if you exceed the per diem rate.

Meal Expenses Associated With Overnight Travel (GENERAL RULE)

Employees traveling overnight may be reimbursed for the daily cost of meals within the maximum limits established in the UGA policy. Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of 3 meals per day for all day other than the day of departure and the day of return. Travelers are eligible for 75% of the total per diem rate on the first and last day of travel.

Meals included in Conference Registrations, etc.:

If any meal is included as part of the cost of a conference registration, etc., such meal(s) should not be considered eligible in the calculation of per diem and an employee may not receive per diem for the normally eligible number of meals. If an employee is unable to participate in the conference meal an **itemized receipt** documenting the meal purchased must be attached to the travel expense statement, and a justification for the meal purchase must be indicated on the statement.

Meal Expenses- Travel Outside of Georgia:

Out-of-state per diem rates follow the appropriate GSA per diem rates. These rates can be located on the GSA website at <http://www.gsa.gov/perdiem>. The GSA per diem rates include both the cost of meals and incidental expenses. Incidental expenses are not included in the per diem rate for domestic travel as they are reimbursed separately at actual cost.

Meals & Incidentals Total	\$51	75%	\$54	75%	\$59	75%	\$64	75%	\$69	75%	\$74	75%
Breakfast	\$11	\$8.25	\$12	\$9	\$13	\$9.75	\$15	\$11.25	\$16	\$12	\$17	\$12.75
Lunch	\$12	\$9	\$13	\$9.75	\$15	\$11.25	\$16	\$12	\$17	\$12.75	\$18	\$13.50
Dinner	\$23	\$17.25	\$24	\$18	\$26	\$19.50	\$28	\$21	\$31	\$23.25	\$34	\$25.50

Note: The first and last day of travel is calculated at 75% of the allowable per diem.

Foreign Lodging and Meal Rates

The federal government has also established per diem rates for foreign travel. The internet address for this information is as follows: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Per diem rates for international travel include both the cost of meals and incidental expenses. Travelers are eligible for 75% of the total per diem on the day of departure and day of return.

How can I convert my expenses for foreign travel?

When a traveler incurs expenses in a foreign currency each expense should be converted to United States Dollars (USD). The following methods are acceptable:

- Credit card statement: If the expenses are charged, the credit card company will convert them to USD.
- Conversion of charges via the internet for dates of travel. An acceptable site is: Oanda Converter. This site allows for built in exchange fees and specific dates.

Which expenses require original receipts to be included with the travel reimbursement?

Receipts are required with the travel expense report for the following expenses regardless of dollar amount:

- Meals purchased in lieu of those provided at conference/training
- Lodging
- Airline or Railroad Fares
- Rental of Motor Vehicles
- Gasoline purchased for Rental Vehicles
- Supplies
- Registration Fees
- Laundry Services (when travel exceeds 7 days)
- Visa/Passport Fees
- Any expense over \$25

Accounts Payable will not approve payment if a required receipt is missing