

## **Travel Questions from the Town Hall**

1. What is the preferred way to indicate the employee's residence is outside of 50 miles radius or they reside outside of the state of Georgia (100% remote positions)?
  - a. The employee attended a conference in Atlanta but they live in Florida...so they don't need an exception.

**Answer:** The information can be noted within the expense line, either in the comments of the attachment or in the memo section of the expense line. Please note that the policy outlines two requirements that must be met for lodging reimbursement:

1. Lodging is outside a 50-mile radius of the person's residence,  
AND
2. The person is away for 12 hours or more.

If the traveler does not meet the policy requirements listed above, an exception approval is required before the event. Requests can be submitted via ServiceNow – Expenses or by emailing the Director of AP and Travel. Supporting documentation should include the expected one-way mileage and an agenda related to the event to assess the 12-hour requirement.

2. How do we access the Expenses Hub?
  - a. It's defaulted for all users. Under the new accordion menu you can find it under "Personal".

**Answer:** Within Workday Financials, on the top-left corner click Menu>Personal>Expenses Hub.

3. Why is the last day to approve all invoice match exceptions & enter receipts listed twice on the closeout memo, June 6 and June 17th?

**Answer:** The first deadline states, "Last day to approve all invoice match exceptions & enter receipts for payment in FY2025," meaning that everything received up until this date and time will be reviewed, and if appropriate for payment, it will be processed in FY2025. The second deadline states, "Last day to approve all invoice match exceptions & enter receipts," meaning that this is the final day these tasks can be completed, and we will review them if time permits. However, there is no guarantee that they will be reviewed or paid, as the June 6 deadline has passed.

4. Will you please elaborate on what is required when credits are used to purchase airfare tickets. What should the employee submit to show proof of payment.
  - a. Was she talking about airfare credits where someone didn't end up taking a trip so there's a credit that can be used for another trip? If this happens, can you please address how to track and manage reimbursement to sponsored funds if the other trip isn't directly related to that original project?
  - b. Is there a report that can be ran to see what airfare credits are outstanding?

**Answer:**

Report Access: The Expense team sends an **Open Credit Report** of unused credits related to canceled airfare tickets through Travel Inc. via email. To receive a copy of this report, we request the department's three-digit code and a point of contact.

Managing Sponsor Funds: Credits can be transferred from one person to another by calling Travel Inc. The worktag is listed with each credit. It is the department's responsibility to audit the available credit and the worktag linked to it to ensure it is utilized properly, especially for credits linked to a sponsor worktag, which must be used solely for the benefit of the sponsor.

Expense Report Documentation: Most commonly, airfare credits can be used to pay for a booking, either in full or partially. If partially covering the current booking, the excess is likely Direct Billed to GT. A Single Trip Form may be required if the traveler does not have Direct Bill set up in Concur (applicable to GT employees only). Within the Expense Report, the expense item should be claimed as "Airfare - Employee - Paid by GT - Direct Bill" and marked as a Personal Expense. The amount should include the total cost of the airfare along with any agency fees incurred. The attached documentation should include the final itinerary along with the original booking from which the credit is derived. This will allow us to verify the form of payment used (Direct Bill – TP Card).

5. Will GT be set up on Direct Bill for rental cars?

**Answer:** We are currently exploring available options.

6. How do you indicate personal travel in addition to a work trip in the spend authorization?

**Answer:** In the header of the Spend Authorization, within the Description field, the start and end dates for each are required. The Start Date and End Date of the Spend Authorization should reflect the entirety of the trip, including personal travel days, when applicable.

Additionally, policy 6.10 states: "Reimbursement for airfare is limited to the least expensive round-trip airfare to the official destination point(s). Quotes for round-trip airfare for the dates with and without annual leave should be obtained from the Institutes contracted travel management company (Travel Inc.), as a cost comparison, to reflect the most economic airfare at least two weeks in advance."

7. Can we make purchases for international flights more than 30 days before the departure date?

**Answer:** State Policy states that: "Once travel dates have been confirmed, all flights should be booked at least 14 days, but no more than 30 days in advance, when practical. Flights booked within 30 days of travel help manage agency cash flow and reduce the risk of potential change fees and administrative costs related to any subsequent change in travel plans."

8. How to decide the lodging cost limit?

**Answer:** Travelers staying overnight are responsible for ensuring the *most reasonable and economical lodging rates* are obtained. To accomplish this, Travelers should:

- Make reservations in advance, whenever practical

- Take advantage of conference hotel rates to obtain economical rates
- Obtain corporate/government rates, whenever possible

Overnight lodging rates that exceed \$500 per night require approval from the Director of Accounts Payable and Travel or the Senior Director of Business Services prior to the submission of the spend authorization. A detailed email with justification of the expense must be sent prior to making the reservation.

9. A lot of travelers are taking extra days without saying so beforehand so that a flight comparison can be requested and provided. What do you suggest to help combat this issue?

**Answer:** Ask questions and communicate the importance of disclosing this information prior to travel with GT's travelers, especially if the booking of the trip does not match the conference dates and times. Acknowledgment and clarity through supporting documentation are key for both GT, to ensure compliance with policies and procedures, and the employee, to ensure fair reimbursement and demonstrate compliance with GT's Travel policies.

10. Expense Reports for June is due when?

**Answer:** June 6 at 5:00pm is the deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2025 payment. Approvals must be complete, and documentation must be attached.

11. How can we declare an expense prepaid?

**Answer:** The most well-known prepaid expense items are airfare and conference registrations.

- For airfare, the expense item used is **"Airfare - Employee - Paid by GT - Direct Bill,"** and the expense should be marked as personal.
- For conference registrations, the expense item used is **"Conference Registration."** Comments may include **"PCard PCV-Number,"** and the expense should be marked as personal.

12. Regarding the \$500 rule for hotels, is that before or after tax and fees?

- a. Jerry Creel: although the nightly lodging rate cap is \$500 per night, for GTRI, the lodging expense above the location Federal Cap rate, has to be written off.

**Answer:** The \$500.00 lodging rate is prior to taxes and fees.

13. If travel occurs in FY26 but spend auth approved in FY25 funds what budget will the absorb the funds? Conf registration will be paid FY25 but hotel, meal, ground transportation will occur in FY26

**Answer:** Travel expenses such as hotel, meals, and ground transportation will be expensed in FY26 because reimbursement can only be requested after the trip ends (FY26).

14. Is there a way to break down the payment of specific items from individual grants on a spend authorizations?

**Clarification:** Is there a way to itemize / split driver worktags on a Spend Authorization like you can on an Expense Report?

**Answer:** No, the **Itemization** tool is not available within Spend Authorizations.

15. Is this 14-30 day window for flights only for those that are Direct Billed and not paid out of pocket?

**Answer:** Per State Policy on air travel – advance booking, this applies to all airfare bookings, regardless of who initially pays for them.