

Lodging

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Procedures:

Accommodations

Reimbursement is limited to the actual cost of lodging expense supported by itemized receipts. Reimbursement for lodging within a 50-mile radius of a person's home office, residence, or headquarters is not allowable. For exceptions, see "[retreats and campus workshops faculty and staff](#)". Employees traveling overnight are responsible for ensuring the most reasonable and economical lodging rates are obtained. To accomplish this, employees should:

- Make reservations in advance, whenever practical
- Take advantage of conference hotel rates in an effort to obtain economical rates
- Avoid "luxury" hotels
- Obtain corporate/government rates, whenever possible

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

The State Accounting Office prohibits the use of domestic lodging in any private residence including AirBnB (Air Bed and Breakfast), VRBO (Vacation Rent By Owner) and/or similar services as a lodging option even when it presents cost savings, and regardless of the funding source. Employees on international travel status are exempt from this requirement.

Employees who stay at a hotel that is holding a scheduled meeting or seminar may incur lodging expenses that exceed the rates generally considered reasonable. The higher cost should be justified in order to avoid excessive transportation costs between a lower cost hotel and the location of the meeting.

When a room is shared with other state employees on travel status, and there is an incremental cost related to the extra traveler, reimbursement will be calculated on a pro rata share of the total cost and must be claimed separately by each employee. Each traveler's (if both are GT employees) Expense Report should indicate the name of the traveler with whom the room was

shared and the project number of the other traveler. If the incremental cost for additional persons is not significant, one employee can claim the entire room expense.

Hotel/Motel Excise Tax Exemption

All Georgia Tech employees traveling within the State of Georgia on official business are exempt from paying local hotel/motel excise tax,[OCGA 48-13-51 (H) (3)], regardless of the payment method being used. Travelers must be able to provide proper identification to document their employment as a state or local government employee.

Employees are required to submit a copy of the [Hotel Occupancy Tax Exemption Form](#) when they check-in to the hotel. If the hotel refuses to accept the form at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of their stay. If the matter is not resolved by the time the employee checks out, the employee should pay the tax. The employee should explain the payment of the tax as an unusual expense on their travel expense statement.

Georgia Tech is authorized to reimburse the employee for the hotel tax if the employee provides the Institution with the following information: employee name: date(s) of lodging; name, address, and telephone number of hotel, and documentation from the hotel of their refusal to omit the appropriate excise tax. The Travel Team will forward this information to the State Accounting Office.

Travelers should make every effort to avoid payment of hotel/motel excise tax. Failure of the employee to submit the Hotel Occupancy Tax Exemption Form to the hotel/motel may result in non-reimbursement of the tax to the employee.

Per the Transportation Funding Act of 2015, effective July 1, 2015 hotels in the state of Georgia will charge a \$5.00 per room per night hotel tax to travelers. This tax is not exempted for State Employees.

Sales Tax Exemption

Employee traveling on official State business are **exempt from State of Georgia Sales Tax when the payment method being used for lodging is direct bill to the Institute.**

Georgia's "Green Hotels" Program

The Georgia Department of Natural Resources has developed a program to identify and certify lodging properties that are taking significant steps to reduce their demands on Georgia's natural resources and to act as good corporate citizens. These certified "Green Hotels" meet a stringent standard for environmental stewardship and operational efficiency. By using less toxic cleaning and maintenance chemicals, these hotels provide healthier conditions for guests and employees. When traveling on state business and hosting meetings, state employees are encouraged to explore opportunities to support these properties where cost-competitive. The current list of certified properties is available [here](#).

Payment

Payment for hotel accommodations will be made after the trip in the form of reimbursement to the traveler as requested on a travel expense report.

Claims for reimbursement should be reported by date, hotel name and amount for each day of lodging claimed. Lodging cannot be lumped together for a date range.

Claims for reimbursement must be documented by a "paid" copy of the bill. Credit card receipts or canceled checks are not acceptable receipts. A travel advance can be obtained through GTRC for all lodging pre-paid by an employee.

Related Information:

[Ground Transportation \(Mileage, Parking, Taxi and Rail\)](#)

[Meals and Incidental Travel Expenses](#)

[< Ground Transportation \(Mileage, Parking, Taxi and Rail\) up Meals and Incidental Travel Expenses >](#)