

# Reimbursement for Travel Expenses - Employees

Policy No:

6.13

Type of Policy:

Administrative

Effective Date:

August 2012

Last Revised:

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Review Date:

April 2019

Policy Owner:

Accounts Payable

Contact Name:

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Contact Title:

Director of Accounts Payable & Travel

## Policy Statement:

The Institute's Financial System must be used by employees to request reimbursement for expenses associated with official business. The policies provided in [Sections 6.1- 6.18](#) indicate allowable expenses and required documentation per the Board of Regents and State of Georgia regulations.

## Procedures:

### Certification / Approval of Travel Expense Statements

The traveler is required to sign an oath by logging into the Institute's Financial System. By taking this oath, the traveler is attesting to the accuracy and completeness of their claim for travel reimbursement. Travelers may not approve their own Travel Expense Report. As a general rule, the department/unit head or their designated official and the employee's supervisor (who may also be the financial or spend approver), is to approve all expense reports. Approval attests to the agreement by the approver that the travel was authorized, directed, necessary, and that the claim is complete, correct and proper. In no case is an employee allowed to approve travel expenses for his/her supervisor or higher authority.

### Required Receipts/Supporting Documentation

Receipts are not required for meals (see policy [6.4: Meals and Incidental Travel Expenses](#))

- A formal written agenda for the conference, meeting, training, workshop or seminar which includes session times is required.
- Itemized receipts are required for the following:
  - Air, lodging, and rental cars
  - Visa/Passport fees

- Conference registration fees
- All single expenditures of \$25 or greater
- Receipts are not required for the following expenses, if individual amounts are less than \$25:
  - Parking
  - Highway tolls
  - Mass Transit tickets
  - Taxi fares
  - Airport vans

Supporting documentation and/or receipts along with the GT Expense Report Coversheet and Expense Report must be emailed to [expense@mail.gatech.edu](mailto:expense@mail.gatech.edu) **Approvers must review the supporting receipts to ensure compliance with Institute policy, before approving the expense for reimbursement.** Expense Reports that do not include the required receipts and/or documentation will be returned to the traveler.

### **Expense Reimbursement Submission Timeliness**

The following guidelines should be followed to ensure prompt reimbursement of travel expenses:

- Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but **no later than 45 calendar days.**
- **Expenses submitted in excess of 60 calendar days may not be reimbursed. If reimbursed, this amount should be included in the traveler's IRS Form W-2 as taxable income.**
- Reimbursement requests should preferably be held (not entered into the Institute's Financial System) until an amount of at least \$10 is due.
- Consolidate expense claims for local parking, mileage, telecom and supply purchases into a monthly claim reimbursement.

### **Travelers with Physical and/or Medical Conditions**

The impact of travelers with physical and/or medical conditions, while on State travel, should be considered on a case-by-case basis. Compliance with the Americans with Disabilities Act (ADA) is mandatory. Each department has the authority to provide reasonable accommodations during State travel for travelers with disabilities.

All State employees are to be afforded equal opportunity to perform travel for official State business even if the travel costs for disabled travelers will exceed what would normally be most economical to the State. For example:

- When a traveler uses a wheelchair, it may be necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that accommodates the wheelchair.
- When a traveler has hearing or vision impairments, there may be a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

The extra travel costs required to comply with ADA shall be documented and kept on file by the authorizing approver.

### **Approvers**

#### **Spend Approver/Supervisor**

Spend Approver/Supervisor is responsible for reviewing the travel expense report prior to approval to validate the appropriateness, business purpose of the trip, trip is allowable, and ensuring all required supporting documentation is submitted.

#### **Delegates**

Delegates act as proxies on behalf of the supervisor and have the same responsibilities as the supervisor.

#### **Finance Approver**

Finance Approver is responsible for reviewing the travel authorization prior to approval to validate the funding source and project number(s), the appropriateness and business purpose of the trip, validate trip is allowable, and ensure all required supporting documentation is submitted.

#### **Travel Administrators**

Travel Administrators are responsible for the setup of the travel approval workflow for their departments and ensuring any changes to their organizational structure (new hires, terminations, changes in reporting/responsibilities, etc.) are updated in the workflow.

#### **Additional Notes:**

Employees cannot 'pick up the tab' for other employees, as state reporting of travel expenses requires that reimbursement to an employee covers only those expenses pertaining to that employee's travel.

The traveler should also remove/block any sensitive information (social security number, all but the last four digits of a credit card, etc.) on the receipts. The unit approvers should also review the documentation at the time of approval to ensure that all sensitive information is blocked out.

Any questions regarding travel should be directed to [travel.ask@business.gatech.edu](mailto:travel.ask@business.gatech.edu).