

## **Retreats and Campus Workshops for Faculty and Staff**

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6.14

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Administrative

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Policy Owner:

Accounts Payable

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### **Policy Statement:**

Institute funds may not be used for food and lodging for employees, except as noted below, unless the employee has traveled beyond a 50 mile radius from both their home office and residence.

**Contracts for conferences must be signed by Procurement Services or the Office of Legal Affairs.**

### **Procedures:**

#### **Day Workshops**

A meal is only allowable for an intra-institutional meeting or training session if it adheres to [Policy 5.2.1.9 - Procurement of Group Meals for Employees, Students, and Official Visitors](#). If a single invoice that is all inclusive (meeting space, meals, equipment, etc.) is provided from the conference location, the payment may be classified as a registration. Meals included as part of the registration of an event should not be itemized. If food is itemized, per diem rates will apply. A copy of the conference, meeting, training or workshop agenda should be submitted with an approved invoice and forwarded to Accounts Payable for payment.

#### **Workshops That Include Overnight Lodging**

Training sessions or workshops that include overnight travel are allowable if the workshop location is over 50 miles from the employee's home office and residence.

Employees should pay for lodging and meals and submit reimbursement. **Daily meal per diem limits must adhered to the [Meals and Incidental Travel Expenses](#) policy.**

If an all-inclusive meeting price is billed on a summary invoice, that invoice should be approved and submitted to Accounts Payable with the following documentation:

- Copy of the workshop agenda, including time of arrival/departure.
- List of participants.
- Classify the total, all-inclusive meeting expense as a registration.

### **Reimbursement for Lodging and Meals within the 50 Mile Radius of Home or Office**

On occasion, Georgia Tech sponsors conferences, trade shows, and other functions which require personnel to work at the event. Georgia Tech may sponsor employee workshops that require groups of employees to be present at an off-site location. In most cases, the employees involved in these activities reside or work less than 50 miles from the scheduled event site, therefore food and lodging would not be reimbursable to the employee. Exceptions may be granted if conference or workshop requires an employee to work extended hours, be present on site the following day, and the employee plays a key role in the setup, break down or presentation of the conference or workshop.

The Director of Travel or the Senior Director of Business Services is authorized to approve overnight travel for employees who are engaged in activities as described above. A detailed email and an agenda of the conference or workshop must be directed to the Director of Travel or the Senior Director of Business Services for an exception approval **prior** to the event.

In addition to lodging, impacted employees may also be reimbursed for meals and mileage in accordance with the provisions of the Statewide Travel Regulations. Daily meal per diem limits will still apply.

Personnel deemed to be essential personnel or emergency personnel may also utilize this exception process in times of inclement weather or Institute emergencies.

It should be noted that this provision only applies to conferences and other Institute sponsored events that occur. This provision does not authorize persons to claim travel reimbursement for activities which are part of their normal responsibilities, nor does this exception apply to persons who are required to attend evening meetings, or local conferences, as part of their normal responsibilities.