

Trips Which Include Annual Leave / Personal Travel

Policy No: 6.10

Type of Policy:

Administrative

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Policy Owner:

Accounts Payable

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Policy Statement:

As a general rule, employees taking annual leave while away on official business are to keep travel expenses pertaining to official business separate. Only expenses incurred during and pertaining to the official travel will be reimbursed, or which would reasonably be expected to be incurred if only the official travel had occurred. The beginning and end trip dates should be included on the Travel Authorization. Personal travel dates should be noted and added in the “detailed trip description” field.

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 Institute’s contracted travel management company, as a cost comparison, to reflect the most economic airfare at least two weeks in advance.

Transportation, meals lodging, and other expenses are not reimbursable for the time the employee is on annual leave or personal travel.

Reimbursement for a rental car and associated expenses are limited to the time/expenses associated with the official trip. If the rental amount includes personal travel, the total amount due should be prorated according to the number of days on official GT business.

Reimbursement for mileage is limited to the official travel miles only. When traveling with a personal vehicle, reimbursement for mileage to the travel destination should not exceed the equivalent cost of airfare at least two weeks in advance. A quote from the Institute’s contracted travel management company for airfare is to be obtained for comparison with mileage for the trip. Any travel expenses for travel time utilizing a personal vehicle that exceeds one day will not be reimbursed.