

# Business Service Center (BSC) Travel Tips and Tricks

*BSC Contacts can be found here based on division*

## Step 1: Delegation

**What is Delegation?** In the financial system allows BSC staff to enter travel authorization requests and expense reports within One Source on your behalf. Delegation instructions can be found here.

## Step 2: Travel Authority (TA)

**Why do I need a TA?** Travel authorities are required before any business-related out-of-state travel for liability purposes (worker's compensation in case of injury, etc).

A TA should be filed even if you will not be seeking any reimbursement; in this case, the amount can be listed at \$0.01.

**How do I submit a TA?** Complete the BSC request form and email it to your BSC division. Submit at least 2 weeks ahead of domestic travel and 4 weeks ahead of international travel (also required to register with OGE here.)

Locations under the governance of the US are considered domestic travel.

**What if I don't have an approved TA?** TAs must be submitted and FULLY approved at all levels before travel starts. If you do not have a fully approved TA, you will need to include an explanation on your expense report as to why it wasn't submitted in time.

## Step 3: Direct Bill Expenses with approved TA

**What is direct billing?** Direct billing allows a vendor to invoice UGA for a travel charge instead of the employee paying out of pocket and seeking reimbursement. In all cases the policies listed in steps 3 and 4 must still be followed.

**Airfare** Airfare can be direct-billed by an approved UGA Travel Agent found here.

**Conference Registration** If the conference is willing to send an invoice for registration and register as a vendor with UGA, BSC can process a direct payment. If the payment is being processed ahead of travel, only registration can be included on the invoice (lodging, meals, etc. must be excluded). UGA cannot process partial invoices and only conference registration may be paid ahead of travel.

**Ground Transportation** Shuttles or ground transport can be direct billed by a registered vendor. Contact your dept admin to see if your dept has a Groome account.

**Car Rentals** Contact your dept admin to see if your dept maintains a Hertz or Enterprise account for car rentals. UGA motor pool is also an option.

## Step 4: Expenses that can be reimbursed prior to travel with approved TA

**Airfare** Additional costs or optional fees such as travel insurance, seat selection, etc. are not reimbursable. Baggage fees are reimbursable after the trip.

▪ Within the contiguous 48 states, only main cabin/economy is allowed.

▪ For Alaska, Hawaii, and international travel, business class such as DeltaComfort+ is allowed. First-class airfare is never allowable.

▪ If flying on federal funds, you must use a US Carrier. Full policy here.

**Conference** Ahead of travel, any additional expenses such as lodging or banquets must be itemized out and can be

**Registration** reimbursed after travel concludes. If the receipt cannot be itemized, it will be reimbursed after travel.

## Step 5: Expenses that can be reimbursed after travel

**3rd Party Vendor** Accounts Payable cautions against the use of 3rd party booking sites such as Priceline, Expedia,

**Warning** Hotels.Com, Booking.com, Chase Travel, etc. These sites often do not provide receipts that meet UGA's itemization and documentation requirements. Book directly with the hotel, airline, etc. whenever possible.

▪ A confirmation email cannot serve as a receipt - a receipt must be itemized, show payment method, and date of payment.

**Is there a deadline to submit receipts?** To give BSC time to complete your expense report and have it approved before that deadline, submit itemized receipts from travel within 30 days.

Per the IRS, travel reimbursements submitted 60+ days after the final day of travel become taxable. Travel receipts submitted after this time period will not be reimbursed per Franklin College Policy.

**General Receipt** ▪ Itemized receipts are required for all expenses over \$25 except where noted below.

**Guidance** ▪ Itemized receipts in a foreign language will need English translations provided to confirm the business purpose.

▪ If the receipt shows an amount is still due or payment method is unclear, BSC will likely ask for a redacted credit card statement to attach to your report.

**Meals/Per Diem** ▪ No receipts are required for personal per diem.

▪ If you pay for food as part of group travel, itemized receipts are NEEDED as well as a list of those at the meal.

▪ Non-overnight travel is not eligible for per diem.

▪ The first/last day of travel will be 75% of the full day per diem.

▪ UGA does not include "Incidental Expenses - \$5" in domestic per diem.

▪ Rates for In-State, Out-of-State and Foreign Per Diems.

**Lodging** ▪ Itemized receipt should show the amount charged each night, any additional charges (parking, room service, etc.), and taxes/fees. It should also show the date of payment and the final amount that you paid.

▪ Online booking services, such as Airbnb, VRBO, Sonder, Home Away, and other similar type service providers are not reimbursable for domestic travel. These service providers are allowable for international travel.

▪ To request an Airbnb, VRBO, etc exception it is the traveler's responsibility to complete these steps 6 weeks ahead of travel.

**In-State Lodging** ▪ Sales, County or municipal tax on lodging should not be charged. Please use the Hotel/Motel Excise **Only** Tax and UGA's Sales Tax Exempt form during check-in to remove taxes from your bill.

▪ 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 exempt for State employees.

▪ If tax is not removed traveler will need to confirm to BSC that they attempted to use the form and the hotel refused to honor it; Accounts Payable requires this to be documented on the expense report.

**Mileage** ▪ If a government-owned vehicle or a rental vehicle is determined to be the most advantageous form of travel, but a personal motor vehicle is used, the employee will be reimbursed at a lower rate found here.

▪ If you drove a personal vehicle, the standard mileage rate covers both gas and wear-and-tear on your vehicle.

▪ No receipts are required, just let BSC know the dates and locations you drove (starting location will be UGA Campus as personal commuter miles cannot be reimbursed).

▪ Current mileage rates can be found here.

**Ground** ▪ Includes shuttles, taxis, Uber, Lyft, bus, subway, etc.

**Transportation** ▪ Itemized receipts should include the name of the vendor, payment method, transaction date and the final amount you paid.

**Car Rentals** ▪ All rentals originating at airports must use Hertz.

▪ In-state, non-airport rentals must use the Enterprise, Hertz, or UGA motor pool.

▪ Car must be an allowable size (Compact, Intermediate or Full Size).

▪ For domestic rentals, liability and Loss Damage and Collision Damage should be declined as the traveler is covered by the State's policy.

▪ Refueling fees should be declined. Travelers should retain gas

receipts from refueling and will be reimbursed for that cost. You cannot claim mileage for rentals.

▪ Optional fees and upgrades must be declined and are not reimbursable.