



Travel Services

Office of Disbursements

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1 About this guide

This document is divided into the following chapters:

- Chapter 1, “About this Guide”
- Chapter 2, “Introduction”
- Chapter 3, “Roles and Responsibilities”
- Chapter 4, “Web Resources”
- Chapter 5, “Travel Forms”
- Chapter 6, “Accountable Plan Rules”
- Chapter 7, “AAA Travel Services”
- Chapter 8, “Travel Guidelines”
- Chapter 9, “Frequently Asked Questions”
- Chapter 10, “Procedures for Faculty, Staff, Athletic Staff and Students”
- Chapter 11, “Procedures for Business Manager and Other Designated Representatives”

1.1 Who Should Use It

This guide is intended for the student, faculty and staff community.

This guide assumes that you have some knowledge of Georgia State University’s Spectrum Financials System used to maintain the university’s financial records. For more information, refer to the [Spectrum Online Procedure and Training Guides](#).

2 Introduction

Georgia State University adheres to the Georgia Statewide Travel Regulations as a matter of policy on travel related business. To view the state policy in its entirety, visit the State Accounting Office Web site.

Funding for approved business travel is authorized by designated departmental approvers. Each department is responsible for its own written policy regarding travel approval and authorization. The State of Georgia requires that all business travelers receive documented pre-authorization prior to the travel engagement. The following information serves as a guide for handling travel expenses incurred in connection with authorized university business travel by faculty, staff, athletic staff and students.

2.1 Purpose

This document highlights the best practices for obtaining approval of travel engagements, making travel arrangements and obtaining reimbursement of travel expenditures. It provides guidance for the most common travel related procedures to assure quality and consistency of travel processing.

2.2 Scope

The policies and procedures outlined in this document apply to all official university travel, including travel funded by federal grants.

3 Roles and Responsibilities

The three primary roles involved in the travel reimbursement process include the traveler, requesting the reimbursement; the approvers, authorizing the travel engagement and travel expense; and the Office of Disbursements, auditing and processing the payment.

3.1 Traveler

The traveler is responsible for requesting authorization for the travel and pursuing knowledge of any restrictions in handling university funds for business travel. The traveler is also responsible for maintaining proper documentation and associated receipts of all travel related expenses. Specific information regarding the requirements of such documentation and receipts are noted throughout this guide.

3.2 Approvers

Departmental approvers are responsible for ensuring that travel expenses incurred by travelers while on travel status for the university are pre-authorized and reasonable. Certain circumstances require the approval of a Dean, Education Chair, Vice President, Administrative Officer or Director. Specific instances regarding these requirements are noted throughout this guide.

3.3 Office of Disbursements

The Office of Disbursements is responsible for auditing and processing all approved Travel Expense Statements for students, staff, faculty and athletic teams. The Office of Disbursements must receive a properly completed Travel Expense Statement form substantiating the amount, time, business purpose for the expense and proof of payment within 30 days from the traveler's return date. Specific information regarding these requirements is noted throughout this guide.

4 Web Resources

The Web sites listed below contain additional travel related information and tools.

- [Board of Regents University System of Georgia Business Procedures Manual](#)
This manual includes the general travel regulations set forth by the University System of Georgia for employees who are required to travel away from headquarters in performance of their official duties.
- [Statewide Travel Regulations](#)
These rules and regulations govern in-state and out-of-state travel and travel reimbursement established by the State Accounting Office and the Office of Planning and Budget.
- [State Accounting Office](#)
This Web site includes the official mileage reimbursement rates and the Georgia Statewide Travel Regulations and definitive limitations/guidelines related to business travel.
- [Oanda Corporation](#)
This Web site is useful for calculating the foreign exchange rates of more than 164 currencies.
- [U.S. General Services Administration](#)
The foreign and domestic per diem rates for lodging, meals and incidentals are found here.
- [MapQuest](#)
Get maps, driving directions, gas prices and calculate travel mileage.
- [AAA Travel Services](#)
Georgia State University's preferred travel agent obtains travel arrangements for business travel.
- [State Purchasing Department of Administrative Services](#)
Review program policies and cardholder agreements for the State of Georgia purchase card and travel card.

5 Travel Forms

- [Travel Authorization \(Employee\)](#)
- [Travel Authorization \(Student\)](#)
- [Travel Advance Request](#)
- [Project Advance Request](#)
- [Study Abroad Cash Advance Agreement](#)
- [State of Georgia Certificate of Exemption of Local Hotel/Motel Excise Tax](#)
- [Payment Request](#)
- [Travel Expense Statement \(Travel Expense Statement for travel prior to 4/1/2008\)](#)
- [Deposit Remittance/Closing Advance](#)

6 Accountable Plan Rules

Georgia State University operates under an accountable plan. Under an accountable plan, IRS regulations state that payments made to employees for the purpose of business travel must be treated as income **if** reimbursements or travel advances received by the traveler are not reported in a timely manner.

To avoid having reimbursements and advance payments reported as income in box 1 of the employee's W-2 form, employees must account for all travel expenses within 60 days after the expenses are paid or incurred. After official notification from the Office of Disbursements, employees who do not meet the IRS requirements will need to complete IRS Form 2106 when filing their personal taxes. Form 2106 is used to deduct business expenses that are subject to the 50% limit for meals and 2%-of-adjusted-gross-income limit that applies to most miscellaneous itemized deductions.

7 AAA Travel Services

University business travelers are strongly encouraged to obtain their travel arrangements using AAA Travel Services, a full-service travel agency contracted by Georgia State University. AAA agents will provide travelers with the state contracted rates of preferred suppliers for airline and car rental agencies resulting in a reduction in the university's travel cost.

AAA Travel is available to faculty, staff, athletic staff and students 24 hours daily by calling (404) 413-9696. Normal business hours are 8:00 a.m. to 5:00 p.m. The AAA after hour customer service line is also served by live AAA agents.

Travel Services

Auxiliary and Support Services
A Department of Finance and Administration
1100 Spring Street, Atlanta, Georgia
Tel: 404-413-9696
Fax: 404-874-4160

Georgia State University

About Us ATM Graduation Mall Services PantherCard PantherDining Parking & Transportation
Rialto Center Safety & Risk Travel Univ. Bookstore Univ. Printing & Copy Vending Forms What's New

Travel Services

AAA Travel Services

- AAA Travel Services
- Travel Agency Contacts
- State of Georgia Contracted Rates
- Relevant Links
- AAA Travel Corporate Connection Website
- AAA Newsflash
- Revised Travel Regulation

AAA Travel is an off-site Travel Agency available to Faculty, Staff, and Students by dialing 404-413-9696. The Travel Agency will secure travel arrangements for business travel for University employees as well as leisure travel for employees and students.

AAA Business Travel has compiled the latest airline tariff information into a matrix to assist you and your travelers in better understanding the recent changes to airfare rules, baggage allowance, etc. [Click here to see the details.](#)

Figure 1: AAA Travel Website

8 Travel Guidelines

It is the policy of the university to abide by the Georgia Statewide Travel Regulations established by the State Accounting Office. A comprehensive view of the minimum guidelines relating to travel expenses is listed in the Georgia Statewide Travel Regulations.

Exception: Georgia State University's advance travel payment processing guidelines are not in keeping with the Georgia Statewide Travel Regulations. Georgia State University will only authorize travel advances to employees who must travel for their job, but are unable to obtain a Corporate American Express Travel Card. Conversely, student and student travel groups are eligible to receive travel advances under the current travel regulations pending departmental approval.

8.1 Authorization of Travel

Travel authorization is required for Georgia State University faculty, staff, athletic staff and students when traveling on official university business. The Office of Disbursements does not authorize travel engagements. A traveler must seek approval from their budget authority to verify the availability of funds, and to determine whether the travel is necessary and reasonable.

8.1.1 Travel Vouchers

Travel vouchers are used to pre-authorize a single travel engagement. They are entered into Spectrum by the department representative and approved through the automated workflow. All travel vouchers should be settled before June 30, the last day of the fiscal year. Unsettled travel vouchers are deleted from Spectrum by the Office of Disbursements on the published deletion date. In the event that a traveler plans to engage in travel that spans into the next fiscal year, a travel requisition should be used, rather than a travel voucher.

8.1.2 Travel Requisitions

Travel requisitions are typically used for blanket travel engagements. Requisitions are entered into Spectrum by the department representative and approved through an automated workflow. “Blanket travel” refers to the continuous travel status of travelers who have reason to make multiple trips to conduct university related business. To request pre-authorization for blanket travel engagements, complete the student or employee travel authorization form. Travel requisitions may alternatively be used to pre-authorize a single engagement if the traveler must encumber funds for an engagement that will span into the next fiscal year.

8.1.3 Encumbrance of Funds

An encumbrance is a commitment of funds for specific anticipated expenditures, recorded in the financial records of the university. The encumbrance system is designed to ensure that funds will be readily available for expenditure for a given purpose when payment is required. In addition, the system assists departments in maintaining control of funds for which they are responsible.

Travel expenses charged to an expiring fiscal year must be received by the Office of Disbursements according to the fiscal year-end payment processing calendar.

8.1.4 Handling Travel Authorizations in Spectrum

Departments should create travel vouchers and requisitions in Spectrum (1) after the travel authorization is approved; (2) and before the start of the trip.

In order to prepare a travel voucher or requisitions, the traveler must complete the Employee Travel Authorization or Student Travel Authorization form. Each department has an established approval level hierarchy responsible for ensuring that authorization forms adequately summarize the extent and purpose of the trip prior to the commitment of university funds. Department heads are solely responsible for the pre-authorization of travel, thus all authorizations are to remain on file in the department’s ownership.

Once the travel authorization is approved, the department representative will use the details provided on the authorization to create a travel voucher or requisition in Spectrum. A travel voucher or requisition generally includes the estimated expenses for airfare, lodging, meals per

diem, ground transportation, mileage and other miscellaneous expenses (regardless of whether the expenses are billed to Georgia State University, paid in advance or charged at the point of service). Once the voucher or requisition is submitted, it will follow the automated routing and approval process resulting in an encumbrance of funds from the department's budget.

Follow the Spectrum online procedures for help with creating:

- [Travel Vouchers](#) (approval of a single engagement occurring in the current fiscal year)
- [Travel Requisitions](#) (approval of multiple travel engagements for a single traveler)

8.2 Funding Travel Expenses

There are several methods for paying travel expenses while conducting business on behalf of the university. This section covers the various funding sources available to meet the cost of travel and other expenses.

8.2.1 AAA Travel Services

AAA is Georgia State University's preferred travel agent. Customer service is available 24 hours per day by calling (404) 413-9696. Normal business hours are from 8 a.m. until 5 p.m. Telephone support after normal business hours is provided by live customer service agents.

Georgia State University travelers (with approved travel authorizations) who book air travel through AAA have the advantage of not using their personal credit card or other funds to purchase tickets. The arrangement between Georgia State University and AAA allows for direct billing of air travel.

8.2.2 Prepaid Expenses

Charges for transportation and lodging may be paid in advance of a travel engagement. Follow the instructions for prepaying travel expenditures (page 38). Payments for registration, although not considered a travel expense, may also be paid in advance. Follow the instructions for prepaying registration fees (page 41).

8.2.3 Corporate American Express Travel Card

Employees may submit an application for the Corporate American Express Travel Card for use by those who travel on a regular basis on behalf of the university. Substantially, all travel related expenses can be charged on the credit card. Eligibility for the Corporate American Express Travel Card is based on the employee's credit worthiness. Corporate travel cards must be used solely for the cardholder's allowable travel expenses related to official university travel. Non-travel expenditures are prohibited.

Applications for the Corporate American Express Travel Card are available online. Visit the [Office of Business Services - Purchasing Department](#) to learn more about the general purpose and issuance of the Corporate American Express Travel Card. Corporate travel cards are issued in the name of the individual employee, who is responsible for all charges.

8.2.4 Advance Travel Payments

A travel advance is prepayment for travel expenses incurred for a scheduled future trip. Athletic teams and students are eligible for a travel advance while on travel status.

Georgia State University's travel advance guidelines are not in keeping with Georgia's Statewide Travel Regulations. Georgia State University will only authorize travel advances to faculty and staff that must travel for their job, but are unable to obtain a Corporate American Express Travel Card.

According to the Board of Regents University System of Georgia Business Procedures Manual, the purpose of a travel advance is to minimize the financial burden on employees while traveling on behalf of the state. This objective is accomplished through use of an American Express Travel Card or travel advance to employees and faculty.

Employees of the university may only receive a travel advance if they are denied a Corporate American Express Travel Card after submitting an application for credit. The [Corporate American Express Travel Card application](#) is available online at the [Office of Business Services](#).

8.3 Reimbursement of Travel Expenses

All travel related forms require approval by a department's business manager or other designee. The department business manager and budget authority are responsible for ensuring that the purpose of the trip is valid, the cost of the trip is within budget and reasonable, and expenses are charged to the appropriate account.

Travel reimbursement is paid on a per diem basis. The U.S. General Services Administration publishes the per diem rates for the [continental United States](#) and [foreign travel](#). The per diem rate table includes separate lodging, plus meals and incidental expenses (M&IE) followed by the combined daily rate.

Within 30 days upon return from the travel engagement, the traveler is responsible for submitting the Travel Expense Statement for reimbursement of travel expenditures related to official university business. Attach all applicable receipts and other supporting documentation as required.

8.3.1 Reimbursable Expenses

Employees requesting reimbursement of travel expenses are required to submit their claim on a Travel Expense Statement. Travelers are required to submit original receipts for the following expenses:

- Meals (only those purchased in lieu of meals provided at a conference/training event)
- Lodging
- Airline and railroad fares
- Car rentals
- Gasoline purchased for rental vehicles
- Supplies
- Visa/Passport fees
- Miscellaneous (if approved)

Receipts for parking, tolls, mass transit, taxi, airport vans and telecommunication expenses are recommended. However, if receipts are not available, travelers are required to include an explanation of the expenses on the Travel Expense Statement. Receipts for meals are not required, except as noted above.

8.3.2 Non-Reimbursable Expenses

The following expenses are not reimbursable:

- Laundry (reimbursable only when overnight travel exceeds seven consecutive days)
- Tipping for maid services
- Valet services for parking, when self-parking options are available
- Theater
- Entertainment
- Alcoholic beverages

8.3.3 Miscellaneous Expenses

A miscellaneous travel expense is a necessary and reasonable expense incurred while traveling on university business. Miscellaneous expenses do not apply to meals, lodging, mileage or transportation costs. Certain miscellaneous expenses associated with travel may be reimbursed.

Such reimbursable expenses include:

- Business telecommunication expenses
- Internet usage charges
- Stationary, supplies and postage expenses
- Baggage handling services
- Registration fees
- Visa/Passport fees

For more detailed information, review Chapter 7 of the Statewide Travel Regulations.

8.3.4 Receipts

An original paid receipt with a description of the item purchased is the traveler's supporting documentation and proof of reimbursable expenses. Original receipts must accompany the Travel Expense Statement for:

- Airline and railroad tickets
- Car rentals
- Gasoline purchased for rental vehicles
- Lodging

- Visa/Passport fees
- Supplies
- Meals (Only required for meals purchased in lieu of meals provided at a conference/training event, when the meal does not accommodate the traveler's dietary needs/restrictions. Justification for the meal purchase must be indicated on the Travel Expense Statement.)
- Miscellaneous expenses (if approved)

Receipts for parking, tolls, mass transit, taxi, airport vans and telecommunication expenses are recommended. However, if receipts are not available, travelers are required to include an explanation of the expenses on the Travel Expense Statement.

8.3.5 Registration Fees

Registration fees are paid to attend conferences, workshops and seminars. Charges for registrations can be paid in advance or reimbursed upon completion of the trip. The registration payment account code is 727101 (registration fees). Refer to the How to Pay Registration Fees to Attend Conferences, Workshops and Seminars (page 41) procedure for more information.

8.3.6 Meals

Employees traveling overnight are generally eligible for per diem amounts designed to cover the cost of three meals per day for all days on travel status, other than the day of departure and the day of return. Meals included as part of the cost of conference registration are not eligible for per diem reimbursement, except in cases where the meal does not accommodate the traveler's dietary restrictions.

To request a per diem reimbursement for the meal purchase, in lieu of a meal provided:

- Attach the receipt documenting the meal purchase to the Travel Expense Statement
- Explain the reason for the meal purchase on the Travel Expense Statement

Employees may only receive per diem for meals occurring while officially on travel status. For example, if an employee departs at 3:00 p.m., the employee is not eligible for breakfast or lunch per diem amounts for the day of departure.

Per Diem Allowance for Day of Departure/Return						
Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00 a.m. to 6: 30 p.m.			
	L	D	6:30 a.m. to 11:00 a.m.	B		
		D	11:00 a.m. to 1:30 p.m.	B		
		D	1:30 p.m. to 5:30 p.m.	B	L	
			5:30 p.m. to 7:30 p.m.	B	L	
			7:30 p.m. to 12:00 p.m.	B	L	D

Per Diem Meal Rates in Georgia	
Eligible Meals	Per Diem Amount
Breakfast	\$6.00
Lunch	\$7.00
Dinner	\$15.00

Employees are considered traveling to high cost areas of Georgia when their official responsibilities must be performed at a location designated as a high cost area or when lodging is obtained at a location designated as a high cost area. High cost areas of Georgia are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn and Gwinnett. Per diem rates applicable to high cost areas are outlined below:

Per Diem Meal Rates for High Cost Areas in Georgia	
Eligible Meals	Per Diem Amount
Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$20.00

Per diem meal rates associated with travel to high cost out-of-state areas should be approved by the traveler's budget authority prior to the trip in order that the employee may plan meals accordingly.

Use the following Web sites to obtain the per diem rates for lodging, meals and incidentals.

- [Travel within Georgia](#)
- [Travel outside Georgia, but within the continental United States](#)
- [Foreign travel](#)

8.3.7 Lodging

Employees traveling more than 50 miles from their home office, residence or headquarters may be reimbursed for lodging expenses associated with approved overnight travel. Overnight travelers are responsible for ensuring the most reasonable lodging rates are obtained. To accomplish this, employees should: (1) make reservations in advance, whenever practical; (2) utilize minimum rate accommodations; (3) avoid "deluxe" hotels and motels; (4) and obtain corporate rates, if available.

Whenever possible, a traveler should reserve lodging arrangements in advance. Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable. Refer to the federal per diem rates for the [continental United States](#) and [foreign travel](#), and then follow the instructions for prepay lodging expenses (page 38).

Employees are considered traveling outside of Georgia when their official responsibilities must be performed from an out-of-state location. Employees working in-state, but spending the night in out-of-state lodging are not considered as traveling outside of Georgia to perform official business on behalf of the university.

When paying for in-state lodging, Georgia State University, as a state agency is exempt from taxation. This exemption includes state, local and occupancy tax. When a traveler pays a hotel or motel directly using their own funds, they should present the establishment with the Hotel/Motel Excise Tax Exemption form. This form exempts the traveler from paying local and/or occupancy tax only.

Note:

Travelers are required to pay state taxes. Reimbursement for the state tax may be requested on the Travel Expense Statement.

8.3.8 Transportation

Travelers may use their personal motor vehicle for university business related travel. Visit the Office of Disbursements Web site to view the [current mileage rates](#). Refer to your department travel guidelines, for specific use and approval of car rental, rail or air transportation.

Employees should utilize commercial air transportation when it is more cost effective and efficient to travel by air than by vehicle. State agencies may reimburse employees for expenses incurred for air travel, provided these expenses were approved prior to the date of travel.

Travelers with approved travel authorizations who book air travel through AAA will have the advantage of not using their personal credit card or other funds to purchase tickets. The arrangement between Georgia State University and AAA allow for direct billing of air travel.

Employees officially on travel status may be reimbursed for the necessary costs of transportation by bus, taxi or airport vans for the following situations:

- Between the individual's departure point and the common carrier's departure point
- Between the common carrier's arrival point and the individual's lodging or meeting place
- Between the lodging and meeting places if at different locations

It is expected that airport vans will be utilized when available and practical, and when they are the lowest cost alternative.

Travelers may use commercially leased vehicles as permitted by their travel authority. Leased vehicles may be obtained through the state contracted rental agency. Contact AAA Travel for the lowest rates available.

Travelers using rented motor vehicles are covered by the state's liability policy; therefore, liability coverage may be declined when renting a motor vehicle. Loss damage waiver/collision damage waiver (LDW/CDW) insurance is included in the statewide contract at no additional cost.

Employees requiring the use of commercially leased vehicles will be reimbursed for gasoline purchases associated with the business use of such vehicle, provided appropriate receipts are included.

Travelers may receive reimbursement for the cost of rail transportation as permitted by their travel authority. There is no statewide contract for transportation by rail. Travelers are encouraged to obtain the lowest possible fare.

8.3.9 Study Abroad

Faculty-led study abroad programs require approval from the traveler's designated budget authority and submission of a Study Abroad Program Approval form. For more information, visit the Board of Regents Web site to read the [procedure manual for study abroad programs](#).

8.4 Travel Expense Reporting

Immediately upon return from a trip, travelers are required to submit their claims for travel reimbursement on a Travel Expense Statement. The Travel Expense Statement may only include those items that are approved as reimbursable expenses. The following items should be included on the Travel Expense Statement:

- Itemized expenses for authorized meals, lodging, mileage, transportation and miscellaneous expenses. In lieu of vehicle odometer readings, a MapQuest printout is an acceptable form of documentation to substantiate mileage reimbursement. The departure and destination points and the number of miles between travel points should be clearly marked on the printout.
- All supporting documentation of expenditures.
- Explanation of expenses that exceed the established limits or are considered irregular.
- Explanation of the purpose of the trip.
- Description of the type(s) of transportation used.
- Signature approval followed by the printed name from a department superior.
- Travel authorization/voucher number.
- Amount of funds advanced for travel related expenses.

In cases where a traveler accepts advanced funding to cover the cost of a trip, the traveler must complete a Deposit Remittance/Closing Advance form to settle funds advanced prior to the trip. If the amount of the travel expenditure is less than the travel advance, complete a Deposit Remittance/Closing Advance form and return the excess amount to the cashier's office (Sparks Hall, 1st Floor). Be sure to indicate the speedtype and account number (employees: account #132300; students: account #132400) on the Remittance/Closing Advance form. Attach the Remittance/Closing Advance form to the Travel Expense Statement. If the amount of the expenditure is greater than the travel advance, the traveler will receive a net reimbursement after the Travel Expense Statement is processed.

After official notification, the Payroll Office will deduct the amount of the travel advance from an employee's paycheck if the travel advance is not settled in a timely manner. In this situation, the traveler will not be permitted to receive advances in the future. Timely processing is defined as 14 days after completion of the trip for athletic staff and 30 days after completion of the trip for all other employees. Students who fail to settle a travel advance within 30 calendar days after returning from the trip will have a hold placed on their account.

Obtain all the necessary approvals and submit the Travel Expense Statement and applicable receipts to the Office of Disbursements.

9 Frequently Asked Questions

1. WHO IS ENTITLED TO TRAVEL REIMBURSEMENT?

Faculty, staff, athletic staff and students are eligible for reimbursement of travel related expenses when traveling on official university business. A travel authorization is an official approval of the travel engagement. The Georgia Statewide Travel Regulations require pre-approval (pre-authorization) of business travel prior to the engagement. Refer to page 2.1 (Authorization for Employee Travel) of the Georgia Statewide Travel Regulations for more information.

Pre-authorization from a department head or designated official is required prior to the travel. Each department establishes written policy designating persons/positions that may authorize and approve business travel.

2. HOW DO I REQUEST AUTHORIZATION FOR TRAVEL?

The traveler is responsible for seeking supervisory and budget authority approval in their department or area for all business related travel.

When the budget authority is the traveler, he/she must seek authorization from a higher authority, such as a Dean, Education Chair, Vice President or College Administrative Officer. Under no circumstances can the budget authority signature be the same as the traveler. Furthermore, a subordinate cannot authorize a traveler's expense. Travel authorizations for Deans and Vice Presidents should be approved by the Office of the Provost.

3. WHAT IS THE DIFFERENCE BETWEEN A TRAVEL VOUCHER AND A TRAVEL REQUISITION?

A travel voucher pre-authorizes a single travel engagement for travel expenses settled in the current fiscal year. A travel requisition pre-authorizes multiple travel engagements for one person.

Note:

A travel requisition is also used at fiscal year-end for a single travel engagement. This occurs when travel will not be completed until the next fiscal year or when the Travel

Expense Statement cannot be submitted to the Office of Disbursements by the fiscal year-end deadline.

4. WHEN AND HOW SHOULD THE TRAVEL VOUCHER OR REQUISITION BE ENTERED INTO SPECTRUM?

Departments should create travel vouchers and requisitions in Spectrum (1) after the travel authorization is approved; (2) and before the start of the trip.

In order to prepare a travel voucher or requisitions, the traveler must complete the Employee Travel Authorization or Student Travel Authorization form. Each department has an established approval level hierarchy responsible for ensuring that authorization forms adequately summarize the extent and purpose of the trip prior to the commitment of university funds. Department heads are solely responsible for the pre-authorization of travel, thus all authorizations are to remain on file in the department's ownership.

Once the travel authorization is approved, the department representative will use the details provided on the authorization to create a travel voucher or requisition in Spectrum. A travel voucher or requisition generally includes the estimated expenses for airfare, lodging, meals per diem, ground transportation, mileage and other miscellaneous expenses (regardless of whether the expenses are billed to Georgia State University, paid in advance or charged at the point of service). Once the voucher or requisition is submitted, it will follow the automated routing and approval process resulting in an encumbrance of funds from the department's budget.

Follow the Spectrum online procedures for help with creating:

- Travel Vouchers (approval of a single engagement occurring in the current fiscal year)
- Travel Requisitions (approval of multiple travel engagements for a single traveler)

5. WHICH TRAVEL EXPENDITURES ARE COVERED FOR REIMBURSEMENT?

Faculty, staff, athletic staff and students may be reimbursed for travel related expenses incurred while on official business for the university with proper approval, receipts and documentation. The following expenses are typically authorized for reimbursement:

- Lodging (receipt required)

- Airline and railroad fares (copy of e-ticket or ticket stub required, showing amount paid and method of payment)
- Car rentals (receipt required, showing amount paid and method of payment)
- Gasoline purchased for a rental vehicle (receipt required)
- Mileage for use of a personal motor vehicle (mileage log or [MapQuest](#) printout required)
- Meals per diem (no receipt required)
- Miscellaneous expenses associated with travel (receipt for shuttle or taxi fare over \$25 required)
- Business phone, fax and Internet charges (no receipt required)

Specific policies and limits are outlined in the Georgia Statewide Travel Regulations.

6. WHICH TRAVEL EXPENDITURES ARE NOT COVERED FOR REIMBURSEMENT?

The following expenses are not reimbursable:

- Laundry (only reimbursable when overnight travel exceeds seven consecutive days)
- Tipping for maid services
- Valet services for parking, when self-parking options are available
- Theater
- Entertainment
- Alcoholic beverages
- ATM withdrawal fees

Specific policies and limits are outlined in the Georgia Statewide Travel Regulations.

7. WHEN DO I SUBMIT A TRAVEL EXPENSE STATEMENT FOR REIMBURSEMENT?

Best practice dictates submission of the Travel Expense Statement for reimbursable expenses immediately upon return from the engagement, but no later than 30 days from the return date. Justification by memo should be provided when filing an expense report beyond 60 days. Travel Expense Statements submitted more than 60 days from the traveler's return date may be reported as taxable income on the employee's W-2 after official notification.

8. WHEN DO I SUBMIT A TRAVEL EXPENSE STATEMENT FOR REIMBURSEMENT?

IRS regulations state that employees must reconcile business expenditures within a reasonable period of time not to exceed 60 days (depending on the facts and

circumstances). For that reason, verification of expenses within 60 days after expenses are paid or incurred generally qualifies as reasonable.

If employees do not meet the IRS requirements (accounting for travel expenses within 60 days after the expenses are paid or incurred), the employer must treat travel advances or reimbursements as having been made under an unaccountable plan (Georgia State University operates under an accountable plan), and include the amount of any reimbursement in box 1 of the employee's W-2. The employee may then complete Form 2106 to deduct his/her business expenses, subject to the 50% limit for meals and the 2%-of-adjusted-gross-income limit that applies to most miscellaneous itemized deductions.

9. AM I ELIGIBLE FOR A TRAVEL ADVANCE?

Georgia State University students and student travel groups are eligible to receive travel advances pending departmental approval. Submit travel advance requests with signatory approval to the Office of Disbursements (Sparks Hall, 400-A) at least 10 business days in advance of the travel.

A travel advance approved for a student travel group will be issued to the advisor of the group. Upon return from the trip, the advisor must submit a Travel Expense Statement indicating how the advance was used and listing the names of students involved in the travel engagement.

Faculty and staff are not eligible to receive travel advances from Georgia State University. An exception may be made only after an individual can prove they have been denied a Corporate American Express Travel Card. The American Express statement of denial must be attached to the Travel Advance Request form and approved by the department head.

[Applications for the Corporate American Express Card](#) is available online and at the [Office of Business Services – Purchasing Department](#).

Notes:

- All travel must be authorized and approved through workflow prior to requesting the advance.

- Travel advance requests are submitted to the Office of Disbursements and entered into Spectrum by the Disbursements staff.
- Student travel advance payments not reported on the Travel Expense Statement will result in a hold being placed on the student's account.
- Advisor and employee travel advance payments not reported on the Travel Expense Statement will result in the travel advance amount being deducted from payroll following official notification.

10. WHAT FORMS ARE USED FOR TRAVEL REIMBURSEMENT?

[Travel Expense Statement](#) ([Travel Expense Statement](#) for travel prior to 4/01/2008) – This form should be completed by the traveler to record travel advances and reimbursable travel expenses. Following departmental approval, the Travel Expense Statement and all applicable receipts should be submitted to the Office of Disbursements for payment processing. Attachments include receipts for lodging, airfare, car rental, miscellaneous expenses over \$25, or receipts for any reimbursable expense over \$25. Allow 5-10 business days for processing depending on volume.

[Travel Advance](#) – This form should be completed by travelers requesting advanced funding to cover travel related expenses. A travel advance requested for fund code 20 (restricted funds) must be signed and approved by the [Office of Research Financial Services](#). Faculty and staff must attach the American Express denial letter to become eligible for a travel advance.

[Deposit Remittance/Closing Advance](#) – This form should be completed by returning travelers who are issued a cash advance prior to the start of the trip. If the amount of the advance is greater than the actual expense, the traveler must remit the difference to the cashier's office (Sparks Hall, 1st Floor) by completing the Deposit Remittance/Closing Advance form. Indicate the speedtype and account number (employees: account #132300 and students: account #132400) on the form. Attach the cashier's receipt for the return of excess travel funds to the Travel Expense Statement before it is submitted to the Office of Disbursements.

11. WHAT INFORMATION IS REQUIRED ON THE TRAVEL EXPENSE STATEMENT?

Complete the Travel Expense Statement form to properly document allowable travel expenses and travel advances. The Travel Expense Statement requires signature approval from the traveler and appropriate budget authority. The authorized approver from the Budget Unit cannot be a subordinate of the traveler. Attach the necessary

supporting documents (i.e. lodging receipts, airfare receipts, receipts for miscellaneous expenses over \$25 and the method of payment for each) to the Travel Expense Statement. Submit the statement to the Office of Disbursements for processing.

Notes:

- Submit a travel statement for each travel engagement.
- Indicate the date of departure and date of return.
- Indicate the time of day of departure and time of day of return.
- Submit odometer readings. A [MapQuest](#) printout, indicating the points of departure and destination of the trip is acceptable in lieu of odometer readings. The printout will reveal the number of miles traveled.
- The Travel Expense Statement must contain legible authorized signatory approval from an approver who is not a subordinate to the traveler.
- Indicate the authorization or voucher number used to pre-authorize travel.

12. HOW DO I MAKE PAYMENTS TO A SERVICE PROVIDER IN ADVANCE OF MY TRAVEL?

Departments are encouraged to arrange prepayment of airfare and lodging on behalf of the traveler using AAA Travel Services. Follow the How to Prepay Travel Expenditures (page 38) procedure for more information.

13. WHAT ARE THE REIMBURSEMENT RATES FOR MEALS AND LODGING?

Travel reimbursements are paid on a per diem basis. The U.S. General Services Administration publishes the per diem rates for the [continental United States](#) and [foreign travel](#). The per diem rate table includes separate lodging, plus meals and incidental expenses (M&IE) followed by the combined daily rate.

As a rule, travelers are expected to travel in the most cost effective manner. However, in certain situations, perhaps as it relates to a conference package, the attendee is offered to stay at the conference host hotel. In this situation, if lodging costs exceed the per diem rate for the location, travelers may request written **pre-approval** for reimbursement amounts in excess of the allowable limits (within reason) from a Dean, Education Chair, Vice President, Administrative Officer or Director. By signing the memo pre-approving reimbursement in excess of the maximum amount, the authority deems the travel expenditure to be accurate and reasonable. The memo signed by the approving authority must be attached to the Travel Expense Statement when submitted for reimbursement.

14. WHAT ARE THE MILEAGE REIMBURSEMENT RATES?

The mileage reimbursement rates are published by the State Accounting Office. Visit the Office of Disbursements Web site to view the current [mileage reimbursement rates](#).

15. HOW DO I CONVERT CURRENCY FOR FOREIGN TRAVEL?

[Oanda.com](#) provides currency conversion for 164 currencies. A traveler seeking expense reimbursement must use the exchange rate in effect the day expenses were incurred. However, if the traveler obtained a travel advance for the engagement, use the exchange rate in effect the day funds were exchanged into foreign currency. Attach a copy of the exchange rate to the Travel Expense Statement.

16. WHICH AIRLINE SHOULD I USE?

There are advantages to using AAA, our preferred travel agent. Customer service is available 24 hours per day by calling (404) 413-9696. Normal business hours are from 8 a.m. until 5 p.m. Telephone support after normal business hours is provided by live customer service agents. Agents will carefully explain the rules involving the fare and assist with change orders. When booking Delta flights (only) through AAA, travelers will be quoted the state rates for both refundable and non-refundable fares.

Georgia State University travelers with approved travel authorizations may book air travel through AAA and have the advantage of not using their personal credit card or other funds to purchase tickets. This arrangement between Georgia State University and AAA allows for direct billing of air travel. Another option is to find the lowest fare on the Internet.

Note:

Air travel booked by services other than AAA may contain costly change fees and non-refundable fares.

17. HOW DO I MAKE AIRLINE RESERVATIONS?

There are advantages to using AAA, our preferred travel agent. Customer service is available 24 hours per day by calling (404) 413-9696. Normal business hours are from 8 a.m. until 5 p.m. Telephone support after normal business hours is provided by live customer service agents. Agents will carefully explain the rules involving the fare and assist with change orders. When booking Delta flights (only) through AAA, travelers will be quoted the state rates for both refundable and non-refundable fares.

Georgia State University travelers with approved travel authorizations may book air travel through AAA and have the advantage of not using their personal credit card or other funds to purchase tickets. The arrangement between Georgia State University and AAA allows for direct billing of air travel. Another option is to find the lowest fare on the Internet.

Note:

Air travel booked by services other than AAA may contain costly change fees and non-refundable fares.

18. HOW DO I PAY FOR MY TICKET?

Georgia State University travelers with approved travel authorizations may book air travel through AAA and have the advantage of not using their personal credit card or other funds to purchase tickets. This arrangement between Georgia State University and AAA allows for direct billing of air travel.

Employees and faculty may pay for travel arrangements by credit card or check. Travelers may also use their [Corporate American Express Travel Card](#) for travel arrangements. Upon return from the trip, submit a Travel Expense Statement for reimbursement of travel related expenses.

When airfare is purchased by the traveler in advance of the trip, a traveler may request reimbursement by submitting a Travel Expense Statement with the ticket receipt showing method of payment. The Travel Expense Statement should reference the travel authorization number.

When reimbursement is requested in advance of the engagement, the traveler should note on the bottom of the Travel Expense Statement, "Partial Reimbursement".

19. WHEN CAN I LEAVE AND RETURN?

Overnight travel is limited to the day before and the day after a travel event. The Georgia Statewide Travel Regulation requires that all travel be planned according to the least cost and what is most advantageous to the university.

20. WHEN SHOULD I USE MY PERSONAL CAR, CAR POOL OR RENTAL CAR?

Travelers must defer to their department head or designated representative for ground travel authorization. The Georgia Statewide Travel Regulation requires that all travel be planned according to the least cost and what is most advantageous to the university.

21. WHICH CAR RENTAL COMPANY SHOULD I USE?

AAA Travel is available to faculty, staff, athletic staff and students by calling (404) 413-9696. Car rental reservations can be made via AAA or direct by calling one of the state contracted vendors.

- Enterprise Rent-A-Car
(404) 463-6384 (Capitol Hill Location)
(800) Rent-A-Car
www.enterprise.com/stateofgeorgia
- National Car Rental
(800) Car-Rent

22. WHICH CAR RENTAL INSURANCE SHOULD I USE?

While travelling on official university business, travelers using rented motor vehicles from state contracted vendors (National Car Rental or Enterprise Rent-A-Car) are covered by the state's liability policy. As a result, liability coverage should be declined. Loss damage waiver/collision damage waiver (LDW/CDW) insurance is included in the statewide contract at no additional cost.

Travelers will need to select collision coverage when renting a **non-contracted** state vehicle, but may opt out of liability coverage, since liability insurance is automatically provided by the State of Georgia.

23. WHEN ARE MEALS COVERED FOR REIMBURSEMENT?

While travelling on official university business, meal reimbursement is available to faculty, staff, athletic staff and students when meals are not included in the event. Day trip travelers are eligible for meal reimbursement when traveling more than 30 miles from their home office or Georgia State University campus (including satellite offices).

Overnight travelers are eligible for reimbursement of three meals per day while on travel states, other than the day of departure and the day of return. Refer to page 16 for more information on per diem meal eligibility.

24. WHEN CAN I RECEIVE FULL REIMBURSEMENT FOR LODGING?

To be eligible for lodging reimbursement, the lodging destination must be at least 50 miles from the traveler's home office or Georgia State University campus (including satellite offices).

As a rule, travelers are expected to travel in the most cost effective manner. However, in certain situations, perhaps as it relates to a conference package, the attendee may receive an offer to stay at the conference host hotel. In this situation, if lodging costs exceed the per diem rate for the location, travelers may request written **pre-approval** for reimbursement amounts in excess of the allowable limits (within reason) from a Dean, Education Chair, Vice President, Administrative Officer or Director. By signing the memo pre-approving reimbursement in excess of the maximum amount, the authority deems the travel expenditure to be accurate and reasonable. The memo, signed by the approving authority, must be attached to the Travel Expense Statement when submitted for reimbursement.

25. IS FOREIGN TRAVEL COVERED FOR REIMBURSEMENT?

Faculty, staff, athletic staff and students are eligible for reimbursement of foreign travel related expenses when traveling on official university business. Pre-authorization from a department head or designated official is required prior to performing the travel. Each department establishes written policy designating persons/positions that may authorize and approve travel.

26. CAN I TAKE A PERSONAL SIDE TRIP DURING MY OFFICIAL BUSINESS TRAVEL?

When mixing personal and business travel, be sure to document your personal time by indicating the duration and destination of that portion of the trip. Travel expenses charged to the university must be related to **official university business only**.

27. HOW DO I APPLY FOR A CORPORATE AMERICAN EXPRESS CARD?

Faculty, staff and athletic staff may apply for the [Corporate American Express Travel Card](#) online through the [Office of Business Services – Purchasing Department](#). Policy information for the State of Georgia Travel Card Program is available on the [Department of Administrative Services](#) Web site.

28. WHAT IS THE STUDENT TRAVEL PROCESS?

Students who travel must obtain pre-authorization from the appropriate approver in the sponsoring department. The department pre-authorizes the travel by completing a Student Travel Authorization form. Student travel is expensed to account code 650100. Student travelers must adhere to the State of Georgia Statewide Travel Regulations.

Notes:

- Students are eligible for travel advances with approval from their department.
- Students should submit Travel Expense Statement forms upon return from the engagement. If a travel advance was issued, the advance must be documented on the Travel Expense Statement. Failure to note the advance on the Travel Expense Statement may result in a hold being placed on the student's account and may be subject to other collection processes.
- Students should settle travel expenditures within 30 days of returning from the travel engagement.
- If an advisor/chaperone accompanies students on a trip, the advisor may obtain a travel advance in their name on behalf of the students. When this is the case, upon returning from the trip, the advisor should submit the Travel Expense Statement detailing how the travel advance was used and the names of each student in attendance. Travel advances that remain unsettled will be deducted from the employee's payroll following official notification.

29. HOW IS TRAVEL AT THE END OF THE FISCAL YEAR PROCESSED?

At fiscal year-end, all departments must 1) cancel or close-out all travel authorizations and 2) submit Travel Expense Statements to the Office of Disbursements no later than the published deadline. This allows the office sufficient time to properly audit and approve travel by the Fiscal Year deadline on June 30.

Unsettled travel authorizations that remain in Spectrum after the deadline will be deleted. Expense statements received after the deadline will be returned to the department for re-entry in the next fiscal year. Additional information regarding the [fiscal year-end processing guideline](#) is available online.

30. HOW SHOULD TRAVEL EXPENSES FOR THE NEXT FISCAL YEAR BE PROCESSED IN THE CURRENT FISCAL YEAR?

When travel expenses (airfare and lodging) and registration fees are to be paid prior to June 30 for events that occur in the next fiscal year, an express voucher must be set up as a prepaid expense. This can be accomplished in Spectrum by using the E-Travel template to create an Express Voucher. Account code 132100 is set up for prepaid expenses. Use this account code and the departmental chart field when processing prepaid items on vouchers. In the new fiscal year, the Office of Disbursements will transfer prepaid expenses from the prepaid account to the appropriate expense account.

31. ARE REGISTRATION FEES CONSIDERED TRAVEL?

Registration fees are not considered a part of travel. Payment of registration fees requires proper approval. To request registration fee reimbursement:

- Submit a Payment Request form. Attach the completed registration form when requesting direct payment. Attach a second copy of the registration form to be mailed along with the check.

-OR-

- Submit a Payment Request form. Attach proof and method of payment for reimbursement of a paid registration.

Registration fees are charged to account #727101. A meal may be included in the registration fee. When a meal is charged in addition to the registration fee, a determination must be made as to the necessity of the expense.

When attendance at the meal or banquet is “required” the meal can be paid along with the registration; both are charged to account #727101. Required meal attendance should be noted as required on the Payment Request form. Registration forms that bill separately for a meal and fail to specify the business necessity of the meal will be adjusted by the meal expenditure, and the meal will be unpaid.

When attendance at the meal or banquet is “optional” the meal will not be paid as part of the registration expense. Attendees may pay for the meal and request reimbursement on the Travel Expense Statement. The meal will be subject to the per diem rate.

32. I AM SHARING A ROOM WITH ANOTHER GUEST. HOW CAN I BE REIMBURSED FOR LODGING?

Preferably, the establishment will list the room in the name of both guests. However, when the invoice or confirmation is listed in the name of one guest, attach a brief memo to the Travel Expense Statement indicating the names of all occupants. The Travel Expense Statement must indicate that the room was shared. For reimbursement purposes, divide the expenditure equally amongst all parties.

10 Procedures for Faculty, Staff, Athletic Staff and Students

1. HOW TO REQUEST A TRAVEL AUTHORIZATION

Contact your business manager or designated department representative for mandatory travel pre-authorization.

2. HOW TO OBTAIN A TRAVEL ADVANCE

Employees of the university may only receive a travel advance if they are denied a Corporate American Express Travel Card after submitting an application for credit. The [Corporate American Express Travel Card application](#) is available online at the Office of Business Services.

The following travel advance procedure applies to students, coaching staff and employees who are not eligible for the Corporate American Express Travel Card.

- 1) Complete the Travel Advance or Project Advance form and include the voucher number in the Travel Authorization/Voucher Number field. Fund 20 advances require signature approval from the Office of Research Financial Services, prior to submission to the Office of Disbursements.
- 2) Verify that the amount of the travel advance request is in compliance with the daily per diem rates authorized and/or published by the NCAA (**athletic teams only**).
- 3) Attach a copy of the denial letter from American Express (**university employees only**).
- 4) Obtain the appropriate approval signature from a Dean, Education Chair, Vice President, College Administrative Officer or other designee as appropriate.
- 5) Submit the Travel Advance or Project Advance form to the Office of Disbursements (Sparks Hall, 400-A) at least 5 business days in advance of travel.
- 6) Travel advance funds will be deposited directly into the designated payroll account for employees and athletic staff.

3. HOW TO APPLY FOR A CORPORATE AMERICAN EXPRESS TRAVEL CARD

The purpose of a travel advance is to minimize the financial burden on travelers working on behalf of the university. Faculty and staff requesting a travel advance must first apply for the [Corporate American Express Travel Card](#) and return the completed application to the Office of Business Services – Purchasing Office.

4. HOW TO OBTAIN REIMBURSEMENT OF TRAVEL EXPENDITURES (NO TRAVEL ADVANCE INCLUDED)

- 1) Complete the Travel Expense Statement immediately upon return from the trip. Attach all applicable receipts and a MapQuest printout to substantiate mileage. Record the pre-authorization/voucher number directly on the Travel Expense Statement.
- 2) Forward the Travel Expense Statement and receipts to a business manager or designated representative for approval.
- 3) Department representative or business managers must forward the Travel Expense Statement and attached receipts to the Office of Disbursements (Sparks Hall, 400-A).

Payments are usually generated within 5 business days of receipt of the documentation by the Office of Disbursements. However, travel expense reimbursements may take 5-10 business days for payment processing.

5. HOW TO OBTAIN REIMBURSEMENT OF TRAVEL EXPENDITURES (TRAVEL ADVANCE INCLUDED)

- 1) Complete the Travel Expense Statement immediately upon return from the trip. Attach all applicable receipts and MapQuest printout to substantiate mileage, if applicable. Record the pre-authorization/voucher number directly on the Travel Expense Statement.
- 2) Prepare a Deposit Remittance/Closing Advance form and deposit any unused funds with the university cashier (Sparks Hall, 1st Floor) within 14 days of completing the trip.
- 3) Attach the deposit receipt to the Travel Expense Statement.
- 4) Forward the Travel Expense Statement and receipts to a business manager or designated representative for approval.
- 5) Department representatives or business managers must forward the Travel Expense Statement and receipts to the Office of Disbursements (Sparks Hall, 400-A)

Payments are usually generated within 5 business days of receipt of the documentation by the Office of Disbursements. However, travel expense reimbursements may take 5-10 business days for payment processing.

A student who fails to settle a travel advance within 30 days of returning from a trip will have a hold placed on the student's account. Any net reimbursement due to an employee/coach will be deposited directly into the employee/coach's designated bank for payroll payments. After official notification, Payroll will deduct the amount advanced from the pay check of any employee/coach who does not settle a travel advance in a timely manner.

11 Procedures for Business Managers and Other Designated Representatives

1. HOW TO PREPAY TRAVEL EXPENDITURES

When possible, department business managers or designated representative may arrange for prepayment and direct billing of airfare and lodging on behalf of the traveler.

HOTEL/LODGING

- 1) Travelers should contact the hotel, make lodging arrangements and request that a confirmation be sent by fax or e-mail. The confirmation must include the name of the traveler, dates of stay and amount due.
- 2) Using the confirmation, the business manager will create an express voucher in Spectrum made payable to the hotel.
- 3) Use account code 640100 for employee travel and 650100 for student travel.
- 4) Note the name of the traveler in the comments section of the express voucher entry panel.
- 5) Attach the reservation confirmation to the Payment Request form.
- 6) Forward the express voucher documentation to the Office of Disbursements. At least 10 days of advanced notice is required for payment processing and mailing.

Note:

Advance payment to hotels should not be recorded on the Travel Expense Statement, which must be submitted upon completion of the travel engagement.

When paying for in-state lodging, Georgia State University (state agency) is exempt from taxation. This exemption includes state, local and occupancy tax. When a traveler pays a hotel/motel directly using their own funds, they should present the establishment with the Hotel/Motel Excise Tax Exemption form. This form exempts the traveler from paying local and/or occupancy tax. However, the traveler will be responsible for paying the state tax. The traveler may seek reimbursement for the state tax payment upon submitting the Travel Expense Statement to the Office of Disbursements.

AIRFARE

- 1) Contact AAA Travel at (404) 413-9696 or 1(800) 284-1222 to make arrangements for travel by air.
- 2) Obtain a quote and make the reservation. AAA will only reserve seats for a limited time; therefore, business managers must create an express voucher and provide AAA with the express voucher number.
- 3) When creating an express voucher in Spectrum, make it payable to AAA for the amount of the airfare and the service fee. Indicate the name of the traveler in the comments section of the express voucher entry panel in Spectrum. Express voucher documentation should be sent to the Office of Disbursements, but kept on file with the department.
- 4) AAA will charge airfare expenses to the university travel P-Card. Disbursements will prepare a journal entry to record the expense against the department's budget.
- 5) Departments must provide AAA with the express voucher number generated in Spectrum. AAA will confirm the purchase.

Notes:

Airfare may also be purchased directly from a carrier. Submit a Travel Expense Statement for reimbursement.

Travelers should use the Travel Expense Statement to request reimbursement of airfare paid out of pocket. For reimbursement requested in advance of the travel, indicate "Partial Reimbursement" on the bottom of the Travel Expense Statement. Attach the airfare receipt showing the amount paid and method of payment.

2. HOW TO SUBMIT A TRAVEL AUTHORIZATION FOR FACULTY, STAFF, ATHLETIC STAFF AND STUDENTS

- 1) Obtain a valid pre-authorization form from the budgetary authority.
- 2) Enter a voucher or authorization for the estimated travel expense.

Travelers may obtain advance payment of certain travel expenditures. If the traveler chooses to prepay their airfare, lodging or registration fees, request payment no less than 10 days prior to the engagement to allow time for check processing, mailing and/or arrangements for check distribution (pick-up). Refer to the [Check Hold Policy](#). Check pick-up must be authorized in advance of submission of the payment request.

3. HOW TO SUBMIT A TRAVEL STATEMENT FOR FACULTY, STAFF, ATHLETIC STAFF AND STUDENTS

- 1) Obtain a completed Travel Expense Statement from the traveler for approval.
- 2) Confirm that the voucher number on the Travel Expense Statement matches the voucher number on the pre-authorization record in Spectrum.
- 3) Forward the Travel Expense Statement and all supporting documentation to the Office of Disbursements (Sparks Hall, 400-A) for payment processing.

Payments are usually generated within 5 business days of receipt of the documentation by the Office of Disbursements. However, travel expense reimbursements may take 5-10 business days for payment processing.

4. HOW TO MANAGE UNPAID VOUCHERS IN SPECTRUM

Query reports are available through the inquiry panels of Spectrum and easily converted to Excel spreadsheets for easier formatting and manipulation of data.

To run a query for unpaid vouchers:

- 1) Log-in to Spectrum.
- 2) From the Go menu, select People Tools > Query.
- 3) From the File menu, select Open.
- 4) In the Query window, key the search criteria to locate an existing query.

Real-time listings of all vouchers against your department budget are listed under the following queries. Type your department number when prompted.

- Acct_Pay_Vouchers_Outstanding
- Sug_Voucher_Aging_Report_All
- Voucher_Travel_Aging_Report

5. HOW TO MANAGE PURCHASE ORDERS FOR TRAVEL IN SPECTRUM

Query reports are available through the inquiry panels of Spectrum and easily converted to Excel spreadsheets for easier formatting and manipulation of data.

To run a query for unpaid vouchers:

- 1) Log-in to Spectrum.
- 2) From the Go menu, select People Tools > Query.

- 3) From the File menu, select Open.
- 4) In the Query window, key the search criteria to locate an existing query.

Use the following queries to view remaining balances and purchase order details. Type your purchase order number when prompted.

- Encumb_By_Po (View general payment activity associated with the purchase order)
- Po_Bal_Inquiry (View specific activity associated with the purchase order)
- Po_Payment_Detail (View details associated with the purchase order)

For help beyond the purchase order queries, contact the following:

- Debbie Housworth or Frankie Dumas - to close or adjust purchase orders.
- Trennye Blackburn – for employee/student invoice related questions.
- Alvena Jefferson – for consulting or independent contractor invoice questions.

6. HOW TO PAY REGISTRATION FEES TO ATTEND CONFERENCES, WORKSHOPS AND SEMINARS

Registration fees are paid to attend conferences, workshops and seminars. Charges for registration fees can be paid in advance or reimbursed upon completion of the trip. The registration payment account code is 727101 (registration fees).

ADVANCE PAYMENT TO AN ORGANIZATION OR INSTITUTION

- 1) A business manager or authorized representative must create an express voucher in Spectrum, made payable to the conference. Indicate the conference attendee's name in the comments section of the express voucher.
- 2) Complete a Payment Request form made payable to the conference. The form should include the vendor's name, address, speedtype, account code, amount and signature of an authorized approver from the budget unit.
- 3) Attach the completed conference registration form to the Payment Request form. The department must also provide a remittance copy to be mailed directly to the conference.
- 4) Forward the required payment forms to the Office of Disbursements (Sparks Hall, 400-A) for payment processing. Allow 7-10 days for payment processing prior to the date of the conference.

REIMBURSEMENT OF REGISTRATION EXPENSE TO AN INDIVIDUAL

- 1) A business manager or authorized representative must create an express voucher in Spectrum, made payable to the individual.
- 2) Complete a Payment Request form made payable to the individual. The form should include the individual's name, address, speedtype, account code, amount, signature from payee and signature from an authorized approver of the budget unit.
- 3) Attach proof of the conference registration payment to the Payment Request form. Acceptable forms of proof include a credit card statement, cancelled check or receipt. A receipt should clearly indicate that the conference was "Paid".
- 4) Forward the required payment forms to the Office of Disbursements (Sparks Hall, 400-A) for payment processing. Allow 7-10 days for payment processing prior to the date of the conference.