INTRODUCTION

Below are some of the “key” issues that have been identified by the Georgia State University travel processing staff in Disbursements.

Travel Expense Report Processing

- Statements do not include an explanation of the business purpose of the travel on either the hardcopy or in Spectrum, or they do not provide sufficient explanation of the “business purpose”. **Statewide Travel Regulations, Chapter 10, Reimbursement Procedures, requires an explanation of purpose.**
- Statements claim meal expenses, but do not include sufficient “Date & Time Departed” and “Date & Time Returned” details. **The departure/return dates and times are necessary to determine allowances for meal expenses.**
- Statements claiming mileage reimbursement do not include the personal vehicles’ actual odometer readings. **Statewide Travel Regulations, Chapter 5, Travel by State-Owned or Personal Vehicles, requires employees requesting mileage reimbursement for personal vehicles used for business travel “to record the actual odometer readings on the expense statement.”** Additionally, the mileage is being calculated from improper starting points and to improper ending points.
- Statements for reimbursement of international travel expenses are not supported by published rates, and documentation does not confirm the bases for the currency exchange rates claimed.
- Statements do not include “proof” of payment for reimbursements of airfare and lodging. **Itinerary’s and reservation documents aren’t sufficient, unless there is some notation regarding payment received.**
- Statements include meal rates that are not in line with the federal per diem rates, and in-state meals are not properly itemized.
- Statements include miscellaneous expenses, which exceed the $25.00 threshold for receiving, without proper explanation.
- Statements include duplicate claims for meal expenses, as stand-alone charges and as reimbursements on lodging receipts.
- Non-Travel related expenses are included on the travel expense statements.
- Statements are including the traveler’s social security number, rather than their panther ID.
Approval of Travel

Chapter 2 of the State of Georgia Statewide Travel Regulations states: “Each department should establish a written policy designating persons/positions who may authorize and approve travel.” The regulations further state: “Each agency should provide its fiscal office with a list of all persons/positions authorized to approve travel expense statements.”

Risk Mitigation and Value
A policy requiring travel approval by appropriate personnel helps establish accountability for the validity of the travel and associated expenses.

The Office of Financial Operations and the Office of Disbursements has issued a travel authorization procedure which is applicable to the entire university. You can find this procedure at http://www.gsu.edu/~wwwfas/FinancialOperation/TravelAuthorizationPolicy.pdf