

NAME			REQUIRED
SOCIAL SECURITY NUMBER			REQUIRED
LOCATION			REQUIRED SHOULD BE HOME BASE LOCATION
ADDRESS			CURRENT ADDRESS\ CHANGE OF ADDRESS SHOULD BE SUBMITTED ON THE PROPER FORM IN ORDER TO HAVE IT CHANGED ON THE SYSTEM.
	LOCAL	STATE	REQUIREMENTS
MILEAGE			MUST HAVE ODOMETER READINGS ARRIVAL/ DEPART TIMES TO/ FROM LOCATIONS
AUTOMOBILE	\$ 0.535	\$ 0.535	PER MILE business miles traveled deduct for normal commuting mileage
MOTORCYCLE	\$ 0.505	\$ 0.505	PER MILE business miles traveled deduct for normal commuting mileage
AIRCRAFT	\$ 1.15	\$ 1.15	PER MILE business miles traveled deduct for normal commuting mileage
			(Normal being from home or work site whichever is less)
MEALS			MUST BE BROKEN DOWN ON THE EXPENSE REPORT PER MEAL
			ARRIVAL AND DEPARTURE TIMES ARE REQUIRED TO BE REIMBURSED FOR MEALS
BREAKFAST	\$ 6.00	\$ 6.00	TAXES AND TIPS ARE ALLOWABLE AND SHOULD BE INCLUDED IN THE TOTAL
LUNCH	\$ 7.00	\$ 7.00	THIS TOTAL SHOULD NOT EXCEED THE PER MEAL RATE.
DINNER	\$ 15.00	\$ 15.00	
			LIMITED TO CHATHAM,COBB,DEKALB,FULTON,GLYNN,GWINNETT
BREAKFAST HIGH	\$ 7.00	\$ 7.00	TAXES AND TIPS ARE ALLOWABLE AND SHOULD BE INCLUDED IN THE TOTAL
LUNCH HIGH	\$ 9.00	\$ 9.00	THIS TOTAL SHOULD NOT EXCEED THE PER MEAL RATE.
DINNER HIGH	\$ 20.00	\$ 20.00	
LODGING			MUST TRAVEL MORE THAN 50 MILES
INSTATE	least expensive		ANY RATES ABOVE THIS AMOUNT REQUIRE WRITTEN AUTHORIZATION
INSTATE HIGH	least expensive		PRIOR TO TRIP.
			THIS MUST ALSO BE BROKEN DOWN BY DATE\ RECEIPTS ARE REQUIRED
EMPLOYEE SIGNATURE	REQUIRED		
SUPERVISOR SIGNATURE	REQUIRED		
PURPOSE OF TRIP	REQUIRED		THIS SHOULD BE THE NAME OF THE CONFERENCE
OTHER EXPENSES			TRANSPORTATION RENTALS REQUIRE RECEIPTS
			REGISTRATIONS REQUIRE RECEIPTS
			VALET SERVICES ARE NOT REIMBURSABLE UNLESS SPECIFIC AUTHORITY HAS BEEN ESTABLISHED
DISTRICT CHARGE CARDS			THE SAME REIMBURSEMENTS PROVISIONS APPLY.

## Meals:

- For overnight trips, traveler will receive 75% of allowable per diem on day of departure and return.
  - For non-overnight trips, travelers will receive 75% of the allowable per diem if travel is more than 50 miles from home and are away for more than (12) hours.
  - Per diem allowances are calculated based on last location of the travel day. For non-overnight travel the calculation is based on the last business location. For overnight travel the calculation is based on the location of lodging for each night of travel.
  - State of Georgia has adopted GSA rates for out of state travel, including \$5 incidentals.
- The in-state per diem rates do not include incidental expenses.
- Guidelines and definitions are included for Special Meals.

## Expense Reimbursement:

- Employees must submit expense reports within 45 calendar days of completion of travel. State policy requires that travelers submit expenses via the TTE system (or via manual expense reimbursement forms if not using the TTE system) substantiating the amount, date, use and business purpose of expenses, ideally within 10 days, but no later than 45 calendar days after completion of the trip or event. Expenses submitted in excess of 60 calendar days may not be reimbursed. (See Section 7.2 for further guidance.) Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, should be included in the traveler's IRS Form W-2 as taxable income. • State policy requires that travel expenses associated with advances must be reconciled and substantiated (submitted) within the TTE system as soon as possible, but no later than 45 calendar days after completion of the trip or event. Any portion of an advance that was not used must be returned to the State, via check, within this same timeframe. Travel expenses, related to an advance, which are substantiated (submitted) more than 60 days after the conclusion of the travel or event should be included in the traveler's IRS Form W-2 as taxable income.

### Section 7.2

Expenses submitted in excess of 60 calendar day may not be reimbursed. Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event, trip or end of month but no later than 45 calendar days. IRS regulations state the Traveler must adequately account to the employer and submit travel expense reimbursement requests within 60 days of the end of the trip. Such expenses, if reimbursed after 60 days, become taxable income to the traveler. All expense reimbursement requests must be submitted as soon as possible, in conjunction with an employee's last day of employment, when applicable, but no later than 45 calendar days after the last day of employment. Outstanding requests not submitted after this time period will not subsequently be reimbursed. The Office of Planning and Budget OPB Policy Memorandum No. 1 (Revision 6, May 2013) provides further guidance for recovering unrecovered Travel Advances, postemployment.

- Employees must return any Travel Advance amount in excess of allowable substantiated expenses within 45 calendar days after the completion of the trip.

7.4 Receipts Travelers must always obtain receipts, except when per diem travel allowances are claimed. Not all receipts must be submitted with a travel expense report, but may be requested for verification or audit. Itemized receipts should include: • Name and address of the vendor • Date of service • Description of service • Amount paid for each individual item Credit card slips and statements are not acceptable in lieu of receipts. Travel expense reports may be selected for audit at any time and all required receipts must be retained by the traveler the travel date if not attached to the expense report.