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# Where do I go to complete my Travel Authorizations and Expense Reports?

→ <https://onesource.uga.edu/>

→ Then click on UGA Financial Management System

The screenshot shows the OneSource website for the University of Georgia. At the top, there is a navigation bar with the university name and a search box. Below this, a large grey banner contains text about upcoming system upgrades and a 'May-June Key Dates' graphic. The graphic lists maintenance periods for the UGA Financial Management System (May 17-20), UGA Budget Management System (May 23-24), OneUSG Connect (June 7-11 and June 21-24), and the retirement of Employee.uga.edu (June 30). Below the banner is a grid of six navigation buttons: UGA Budget Management System, UGA Financial Management System (highlighted with a red arrow), OneUSG Connect System, Data Analysis and Reporting, Resources, and Training and Help. To the right of the grid is a 'Login' section with four buttons: UGA Financial Management System, Budget Management System, OneUSG Connect, and Training Library. Below the login buttons is a 'Highlights' section with a link to 'Upcoming OneUSG Connect System Upgrades and Availability'.

→ Click on Login to UGA Financial Management System

## UGA Financial Management Quick Links:



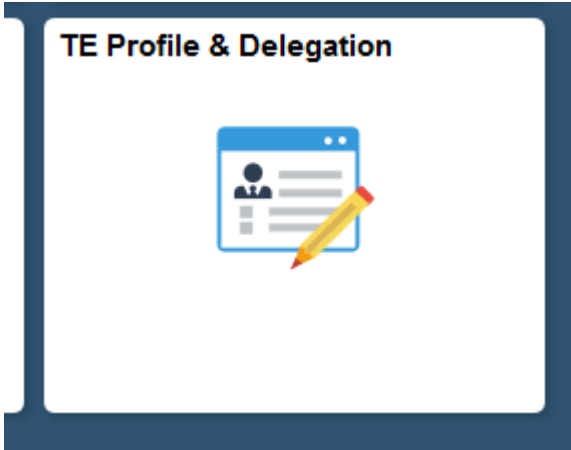
The login form features the University of Georgia logo and the text 'UNIVERSITY OF GEORGIA Central Authentication Service'. It includes two input fields: 'Username:' and 'Password:'. Below the password field is a 'LOGIN' button in red and a 'CLEAR' button in grey.

→ Enter your Username & Password

## Delegating Responsibilities for Travel Authorizations and Expense Reports

**How do I delegate responsibilities for Travel Authorizations and Expense Reports?** (NOTE: This does not mean that the office staff creates or submits Travel Authorizations (TA) and Expense Reports (ER) for you. Creating a TA and ER is your responsibility. You will add Adrian (acrabtre) and Allyson (ac90189) as delegates so that they can input the accounting information.

→ Click the **TE Profile & Delegation** tile.



→ The Authorize Users page is displayed. If you are hired on or after July 2nd, 2018, you will need to follow these next steps to set up **your own authorization levels**. This will only have to be done once.

→ Your MyID should appear in the Authorized User ID field.

→ To select a Document Type, click the **Expenses Document Type** list.

→The drop-down menu items are displayed. Click the appropriate Document Type.

Expense Report

→The Authorization Level indicates the actions that the Authorized User ID in this row can take on the selected Expenses Document Type.

Edit & Submit

→To add a new row, click the + button.



→A new row is created within the Authorized Users table. You will enter your MyID again into the **Authorized User ID** field.

→Click the **Expenses Document Type** list.

→The drop-down menu items are displayed. Click the appropriate Document Type.

Travel Authorization

→The Authorization Level again indicates the actions that the Authorized User ID in this row can take on the selected Expenses Document Type.

Edit & Submit

→When accessing the page after the initial set up, you will see a page similar to this. Your authorization level for both Expense Reports and Travel Authorizations will be displayed within the Authorized Users table.

→To add a delegate, click the + button.



→To search for a user to whom you assign the authority, enter the delegate's MyID (acrabtre) into the **Authorized User ID** field. You will need to complete the following steps twice in order to add both Adrian and Allyson as delegates. (ac90189)

→A name list will appear at which time you can click on the appropriate name.

→Click the **Expenses Document Type** list.



→In the **Expenses Document Type** field, click **Expense Report** list item.

Expense Report

→ Click the **Authorization Level** list.

View

→The drop-down menu items are displayed. Click the appropriate Authorization Level.

**NOTE: Delegates will not be able to submit Expense Reports on your behalf.**

In the **Authorization Level** field, click **Edit**.

Edit

→To insert a new row, click the + button.



→To add a delegate to another Expenses Document Type, enter the delegate's MyID into the **Authorized User ID** field again.

→A name list will appear at which time you can click on the appropriate name.

→Click the **Expenses Document Type** list.



→In the **Expenses Document Type** field, click the **Travel Authorization** list item.

Travel Authorization

→The Authorization Level again indicates the actions that the delegate in this row can take on the selected Expenses Document Type.

**NOTE: Delegates will only submit Travel Authorizations on your behalf if you are unable.**

Edit & Submit

→Click the **Save** button.

Save

→You should now see the Save Confirmation page.

## What is a Travel Authorization?

A Travel Authorization is a form that an **employee submits to acquire the permissions needed to receive reimbursement for travel** and provide the University with some expense estimates. Travel Authorizations will be required for all out-of-state (which includes international) travel and for in-state travel. UGA policy considers travel out-of-state if the travel is more than 50 miles outside of Georgia.

For **Domestic** trips, complete the Domestic Pay by Employee and Domestic Direct Bill UGA lines.

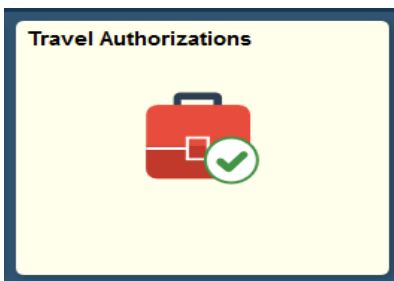
For **International** trips, complete the International Pay by Employee and International Direct Bill UGA lines.

Failure to complete the details sections accurately will result in your travel authorization being denied. You will then need to create a new travel authorization and begin the approval process again.

Travel Authorizations **MUST** be submitted **BEFORE** the trip has taken place.

## Creating a Travel Authorization

→ On the Employee Self Service page, click the **Travel Authorizations** tile.



→ The Travel Authorizations Search page is displayed. This page allows you to view and add travel authorizations.

### Travel Authorization Search

→ Click the **Add Travel Authorization** to create a new travel authorization.

**Add Travel Authorization**

→ The Travel Authorization page allows you to add information to create a new travel request.

The first field to populate is the **Description** field. Users should enter a brief description of what the trip is for. Be specific as to the event (Attend <insert name of conference> etc.).

→ In the **Business Purpose** field, click the drop-down list to choose the travel purpose.

**Note:** The Business Purpose field, and other header defaults, can be defaulted by traveler by updating the traveler's profile defaults.

→ Click the appropriate Business Purpose list item.

**Note:** You would choose "Out-of-State Travel" for International travel as well.

#### Out-of-State Travel

→ The **Comments** field is utilized for additional comments for the trip.

→ In the **Billing Type** field, click the drop-down list to choose the billing type.

**Note:** The Billing Type should always be set to **Default Value**. This is another profile default that can be saved on the traveler's profile defaults if desired.

→ Click the **Default Value** list item.

#### Default Value

→ Skip Accounting Tag and Accounting Default. Adrian or Allyson will enter this information.

Accounting Tag

Accounting Default

→ The **Notes** feature allows the initiator to add additional information to validate the critical nature of the travel. (How does this trip benefit you as well as the University?) **Note:** You will not be able to create a note until the Travel Authorization has been saved.

Notes

→ If you attempt to click the Notes button before saving the TA, the following message will appear.

Please complete the TA and save the page before entering Notes


OK

→ The **Travel From** and **Travel To** fields should be completed. The **Travel From** field can be utilized to search for the location that the traveler is leaving from (i.e. Georgia, Athens-Clarke) or the From location can be set as Headquarters as a default on the traveler's profile.

Enter appropriate information into the **Travel From** field. **Always enter as Headquarters.**

→The **Travel To** field can be utilized to search for the destination for the trip. If the traveler makes trips to the same destination repeatedly, the Travel To location can be set as a default on the traveler's profile.

Enter appropriate information into the **Travel To** field.

\*Travel To  

→The travel dates should be selected using the calendars in the **Date From** and **Date To** fields.





\*Date From  

\*Date To  

→**Note:** In the **Details** section of the Travel Authorization, employees should provide estimates for anticipated spend for the trip.

For DOMESTIC trips, use rows one and two to provide the estimates.

For INTERNATIONAL trips, use rows three and four to provide the estimates.

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	<input type="text"/>		<input type="text"/>	
Domestic Direct Bill UGA	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	
International Pay by Employee	<input type="text"/>		<input type="text"/>	
International Direct Bill UGA	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	

→In the **Description** field next to **Domestic Pay by Employee**, input the anticipated expenses, such as lodging, car rental, per diem, conference registration etc.

→Enter appropriate information into the **Amount** field.

→For any domestic charges being direct billed to UGA by a travel agency, list those on row two.

→Enter appropriate information into the **Description** field.

→This row will also require a **Merchant** to be selected. Utilize the drop down-menu to select the UGA Authorized Travel Agency that the traveler is using to make airfare arrangements.

- Non-Preferred Merchant
- Athena Travel
- Georgia International
- Global Escapes
- Joy of Travel
- McCormick Travel
- Orbit Travel Agency
- Travel Inc
- Travel by Design
- Uniglobe

→Select the appropriate travel agency from the list.

→Enter appropriate information into the **Amount** field.



→**Note:** The total amount is reflected on the bottom.

→If you would like to save the travel authorization to review and submit at a later time, click the **Save** button. After saving, you can access the saved authorization under the **Pending** link on the **Travel Authorization Search** page. **NOTE:** Pending does **not** mean it has been submitted. The pending status refers to the creation of the TA.



→Now that the TA has been saved, you can add notes.

Click the **Notes** button.



→Click the **Add Notes** button.



→Enter appropriate information into the **Notes** field.

→When you are done entering information, click the **Done** button.



→Your notes have been saved.

**Note:** The **Edit** function on the Travel Authorization Notes window allows you to delete a selected note and add a new one. You will have to click **Save** on the Travel Authorization page after clicking the **Done** button to save the new note.

Click the **Done** button.



→Before submitting your travel authorization. Verify that you have completed the correct lines in the detail section. Domestic trips should use the first two lines, while international trips use the last two lines. Also, before submitting you must email Allyson or Adrian to let them know that you have created a TA. **(\*See Sending Notifications for Travel Authorizations and Expense Reports\*)** They will enter appropriate accounting information and check TA for any errors. Once they have completed this step, they will email you to let you know that you may now submit your TA.

Failure to do this correctly will result in your travel authorization being denied. →Click the **Submit** button to request approval for the travel authorization. **NOTE:** Remember, this must be completed **before** travel has

taken place.  →The travel authorization has been submitted for approval.

## Exploring Expense Types Part 1 (some in-state examples)

→Click the **Expenses** tile.

→Click the **Create Expense Report** tile.

→You will enter the appropriate information into the **Description** field.

→You will enter the appropriate location into the **Travel To** field.


→From the search results menu, click the appropriate travel location.

GA005

**GEORGIA US**, Fulton - Atlanta

(Example location)

→Click the **Add Expense** button.

 + Add Expense

→To explore all the expense types, click the **Expense Type** lookup magnifying glass.



→The Expense Type Search page is displayed. The **Frequently Used** section of the page will build over time based off your recorded activities.

→Click the **All Types** button.

All Types

→To view the expense categories, click the **Collapse All** link.

[Collapse All](#)

→The four main expense categories are displayed.

**Employee Domestic Travel** and **Employee International Travel** are the most comprehensive of the expense categories.

→**Entertainment** is defined as the expenses incurred by an employee while hosting a non-employee (ex. an employee taking a guest speaker out to dinner).

→To explore the expense types within the domestic travel category, click the **Employee Domestic Travel** link.

▶ **Employee Domestic Travel**

→Click the **D-Air Travel** Expense Type.

D-Air Travel

→By keeping **Employee Paid** as the input in the **Payment** field, you report that you paid out of pocket.

To change this option, click the **Payment** list.

Employee Paid

→Employees of UGA have the option to work with an approved travel agency to have airfare expenses direct billed to UGA. This eliminates the need for the employee to incur this expense out of personal funds. The approved travel agency will collect the traveler's travel authorization number and bill the University directly by submitting an invoice to Accounts Payable directly.

Click the **Travel Agency** list item.

Travel Agency

→You will enter the appropriate payment amount into the **Amount** field.

→If you went through an approved travel agency, click the **Direct Billed to UGA** checkbox.

If you select travel agency and fail to click this checkbox, the traveler will be erroneously reimbursed for price of the ticket and your funding source will be charged for the ticket again.

No

→In order to verify that the ticket already purchased by the university has been used, the ticket number must be collected. This is a new requirement for UGA to verify that the ticket has been utilized.

If the ticket number is not available, enter the itinerary number and specify that in the **Description** field.

Enter appropriate information into the **Ticket #** field.

→Click the **Save** button.

Save

→To add a new expense line, click the **Add Expense** button.

+

→Click the **Expense Type** lookup magnifying glass.



→Click the **D-Car Rental** Expense Type.

D-Car Rental

→You will enter the appropriate payment amount into the **Amount** field.

→The state of Georgia has two mandated contractors, Enterprise and Hertz. To choose between these mandated merchants, click the **Preferred Merchant** list.

→Click the **Enterprise Car Rental** list item.

Enterprise Car Rental

→If you did not utilize one of the mandated contract providers, open the **Merchant** list and click the **Non-Preferred** list option.

Merchant Non-Preferred

→Upon selecting a non-preferred merchant, it will require you to fill out the merchant information and provide a justification as to why you didn't choose a preferred merchant.

→You will enter appropriate merchant information into the **Non-Preferred Merchant** field.

→To review the justifications provided by the UGA Financial Management System, click the **Non-Preferred Justification** list.

→Click the **Save** button.

→Click the **Add Expense** button.

→Click the **Expense Type** lookup magnifying glass.



→Click the **All Types** button.

All Types

→When considering meals, it is necessary to consider the location of the travel. The state-wide travel regulations provide per diem rates for travel within Georgia. There are a small number of high cost areas that offer a higher per diem rate.

With the USG policy change effective July 1st, 2018, UGA will no longer provide Per Diem reimbursement for Day Trips (non-overnight travel). So you would only choose between **D-GA Meals High Cost Overnight** and **D-GA Meals Regular Overnight**.

→Click the **D-GA Meals High Cost Overnight** Expense Type.

D-GA Meals High Cost Overnight

→The **Amount** field imports the appropriate per diem amount.

**Note:** The Amount field will not display correctly if your expense report header lists a non-high cost location and you select the high cost expense type.

→If you go out to dine at a restaurant outside of the area of the report, you can edit the **Expense Location** field.

\*Expense Location GEORGIA US, Fulton - Atlan Q

→Click the **Add Expense** button.

+

→Click the **Expense Type** lookup magnifying glass.

Q

→Click the **All Types** button.

All Types

→Click the **D-Lodging** Expense Type.

D-Lodging

→You will enter the appropriate payment amount into the **Amount** field.

→If you stayed in a hotel outside the city in which your conference is, you can edit the **Expense Location** field to reflect that (similar to meals).

→Lodging Expenses are to be reported on a per day basis. If your trip is for multiple nights. You would complete the entry for one night with attachment, then split the receipt or copy the line as many days as necessary.

→Click the **Save** button.



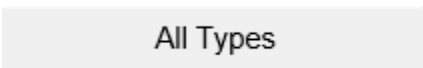
→Click the **Add Expense** button.



→Click the **Expense Type** lookup magnifying glass.



→Click the **All Types** button.



→We are now going to address group travel, which is where reporting can get complicated.

What you pay out of pocket for another employee, you would report that with the **D-Group Trav Pd By Emp for Emp** Expense Type.

What you pay out of pocket for a non-employee, you would report that **D-Group Trav By Emp For Non Emp** Expense Type.

→Click the **D-Group Trav Pd By Emp For Emp** Expense Type.



→You will enter the total amount between you and the other employee(s) into the **Amount** field.

→To report how many people and who you paid for, click the **Add Additional Attendees** link.

→To record another person beside yourself, click the **Add** button.



→To search for the desired employee, click the lookup magnifying glass below the **Name** field.



→The Lookup menu is displayed. To select an employee, click within the appropriate field.

→After selecting an employee, you will enter the appropriate company information into the **Company** field.

Enter "**University of Georgia**".

→You would then enter the appropriate amounts spent by each employee in the group. Then you would click the **Done** button.

→When reporting a group expense, a description is required. Enter appropriate information into the **Description** field.

→NOTE: This process is identical to reporting group travel with non-employees.

Click the **Save** button.




## Exploring Expense Types Part 2 (Some out-of-state/international travel examples)

→Click the **Expenses** tile.

→Click the **Create Expense Report** object.

→To explore the applicable business purposes, click the **Business Purpose** list.

→Click the **Out-of-State Travel** Business Purpose.

### Out-of-State Travel


→You will enter the appropriate information into the **Description** field.

→You will enter the appropriate location into the **Travel To** field.

→From the search results menu, click the appropriate expense location.

TX002      **TEXAS**, Austin

→Click the **Add Expense** button.

 + Add Expense

→To explore all the expense types, click the **Expense Type** lookup magnifying glass.



→Click the **All Types** button.

All Types

→If you are reporting an expense on the day during which you departed or returned, click the **D-Meals Out of State Deprt/Rtn** Expense Type.

D-Meals Out of State Deprt/Rtn

→Take note that the **Amount** field auto-populates to reflect 75% of the Per Diem granted for Out of State Meals.

→To change the Expense Type, click the **Expense Type** lookup magnifying glass.



→Click the **All Types** button.



All Types

→Click the **D-Meals Out of State Full Day** Expense Type.

D-Meals Out of State Full Day

→Note that the **Amount** field now auto-populates to reflect the full Per Diem amount granted for Out of State Meals.

→Click the **Save** button.

Save

→Click the **Add Expense** button.

+

→Click the **Expense Type** lookup magnifying glass.

Q

→Click the **All Types** button.

All Types

→If you wish to have your driving miles reimbursed, there are two ways to go about it.

You would choose **D-Mileage Reduced Rate** if you drove when it was not your most advantageous method of travel.

Otherwise, you would choose **D-Mileage Standard**.

→Click the **D-Mileage Standard** Expense Type.

D-Mileage Standard

→You will find that the **Miles** field is not directly editable. The rate displayed is based on the Statewide Travel Regulations allowable reimbursement rate based on the reported date.

To populate the Miles field, you will need to click the **Mileage Calculation** object.

→The Mileage Calculation window is displayed, asking for the date on which the driving took place, the total miles traveled, and how many of those miles traveled were commute or personal miles.

Enter appropriate information in the **Total Miles Traveled** field.

→In the **Commute/Personal Miles** field, enter any miles that should be excluded from your trip.

→Click the **Done** button.

A green rectangular button with the word "Done" in white text.

→The Miles field now populates with the difference of the total miles traveled and the number of reported commute/personal miles.

You will enter appropriate information into the **Originating Location** field.

→Click the **Save** button.

A grey rectangular button with the word "Save" in black text.

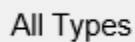
→Click the **Add Expense** button.

A square button with a black plus sign (+) on a white background.

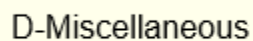
→Click the **Expense Type** lookup magnifying glass.

A small magnifying glass icon.

→Click the **All Types** button.

A grey rectangular button with the text "All Types" in black.

→If you feel your expense does not fall under any of the provided Expense Types, click **D-Miscellaneous**.

A yellow rectangular button with the text "D-Miscellaneous" in black.

→If you choose **D-Miscellaneous** as your Expense Type, then you are required to fill out the **Description** field.

You will enter appropriate information into the **Description** field.

→You will enter the appropriate payment amount into the **Amount** field.

→Click the **Save** button.

A grey rectangular button with the word "Save" in black text.

→Click the **Add Expense** button.



→Click the **Expense Type** lookup magnifying glass.



→Click the **All Types** button.

All Types

→To display the four expense categories, click the **Collapse All** link.

### Collapse All

→To view the provided Expense Types concerning International Travel, click the **Employee International Travel** link.

### ▶ **Employee International Travel**

→The Expense Types for Domestic and International travel function in similar manners, with the exception of air travel.

Click the **I-Air Travel** Expense Type.

I-Air Travel

→You will enter the appropriate payment amount into the **Amount** field.

→To view the preferred merchants for international air travel, click the **Preferred Merchant** list.

NOTE: UGA will use the Preferred Merchant selection to track compliance with the Fly America Act.

→With accordance to the Fly America Act, if you are flying with federal funds, US and Code Share Airlines are the only preferred merchant for the University.

Click the **US and Code Share Airlines** list item.

US and Code Share Airlines

→If you flew with any other airline, you would need to open the **Merchant** list and click the **Non-Preferred** list item.

Non-Preferred

→ Similar to a car rental, the system will proceed to ask you for the name of your chosen merchant and a justification.

Enter appropriate information into the **Non-Preferred Merchant** field.

→ To view the provided justifications, click the **Non-Preferred Justification** list.

→ Click the **Not Flying on Federal Funds** justification.

**Not Flying on Federal Funds**

→ You are required to enter the ticket number of your flight. You will enter the appropriate ticket information into the **Ticket #** field.

→ Click the **Save** button.

## Creating Expense Reports

If you are an employee and you wish to receive reimbursement for any travel or non-travel expenses, you will need to create and submit an expense report. If the expense is airfare, conference registration, or any large expense that you paid out of pocket, you can submit a report prior to the proposed travel. If the expense concerns mileage, meals, or any expenses that is incurred during travel, you will need to submit an expense report within 45 days after the expenses occurred. If you wish to report a non-travel expense, you will choose the appropriate business purpose and set the location to "HEADQ" or headquarters.

→Click the **Expenses** tile

→Click the **Create Expense Report** tile.

→Click the **Business Purpose** drop-down list.

Users can choose from In-State Travel, Out-of-State Travel, Group Travel Paid by Employee or Non-Travel Reimbursement. It is important to remember that non-travel related reimbursements due to employees are also submitted using an expense report. For the purpose of this demonstration, we will select a travel related option.

→You can select the appropriate option from the list.

→In the **Description** field, you enter a description for the expense reimbursement. Examples include things like conference presentation, studies abroad, etc. for travel related reimbursements. A description for a non-travel reimbursement may include something like ziploc bags used in research lab.

→The Travel To field is the destination for the trip.

Enter appropriate information into the **Travel To** field.

**Note:** For US states, type the State Name first, i.e. FLORIDA. For international locations, type the country first, i.e. FRANCE.

→A window will appear as you are typing to display possible options.

Click the appropriate location.

NY009	<b>NEW YORK</b> , New York City
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→**Note:** Reference field provides a drop-down menu for additional reference types that departments can use for internal reporting. It is NOT a required field.

→Skip the Accounting Tag field. Adrian or Allyson will input this information.

→**Note:** Files can be attached at the expense header for all receipts or at each expense line level for each individual receipt.

Click the **Attach Receipt** link to add a receipt.

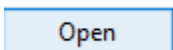
→To browse your device for the attachment, click the **My Device** button.



→Click the file that you want to upload.

**Note:** When attaching at the header level, you can only have one attachment. To work around this, you can attach a pdf document with multiple receipts together.

→To upload the attachment, click the **Open** button.



→Click the **Upload** button.



→You can enter a description for the attachment in the **Description** field.

→Once you are finished entering the description, click the **Done** button.



→**Note:** The message under **Expense Report** states that the attachments have been saved.

→Click the **Add Expense** button.



→The **Expense Entry** page is displayed. Click the **Add** button to add a new expense.



→You can select the date using the calendar icon.



→Use the look up magnifying glass to the right of the **Expense Type** field to select the appropriate expense type.



→The **Expense Type Search** dialog box is displayed. You can choose the type of expense from the list.

**Note:** Expense Types are categorized to show D for Domestic Travel, I for International Travel, and O for Other which can be used for Non-Travel related expenses.

## Expense Type Search

→When you use the Expense Type Search for the first time, the **Frequently Used** list is empty. This list will build as the traveler uses different expense types.

To view all types of expenses, click the **All Types** button.

Frequently Used

→To view the expense categories, click the **Collapse All** link.

### Collapse All

→The four main expense categories are displayed.

To reveal the expense type within a category, click the appropriate link.

### ▶ **Employee Domestic Travel**

→Click the appropriate expense type.

D-Air Travel

→Enter appropriate information into the **Description** field.

→The **Payment** field defaults to Employee Paid. Leave the default for this field.

Employee Paid ▼

→Enter appropriate information into the **Amount** field.

→**Note:** The amount automatically formats according to the selected currency.

624.00



→Enter appropriate information into the **Ticket #** field.

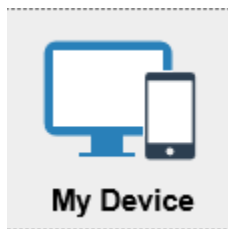
**Note:** Ticket numbers are required for airfare expense types.

→To attach a related receipt, click the **Attach Receipt** button.

→Click on the **Add Attachment** button to upload an attachment to the expense.



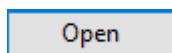
→To browse your device for the attachment, click the **My Device** button.



→Click the file that you want to upload.

Press [**Enter**] to continue.

→Click the **Open** button to upload the appropriate attachment.



→To complete the attachment upload, click the **Upload** button.



→A status bar will appear below the attachment(s) indicating if the upload was a success.

Once the upload is successful, click the **Done** button



→You can enter a description for the attachment in the **Description** field.

→Once you are finished entering the description, click the **Done** button.



→**Note:** The attachments have been saved.

→Click the **Save** button.



**Save**

→ You can click the **Add Expense** button to add other expenses to the report.



→ Once you have entered all of the required information you will need to email Adrian or Allyson to let them know you have a Pending Expense Report. (\*See Sending Notifications for Travel Authorizations and Expense Reports\*) Once they have entered the Accounting Details they will email you to submit. Once you have received this email, click the **Review and Submit** button.

**Review and Submit**

→ To review the notes attached to an expense report, if any, click the **Notes** button.



Notes



→ The Notes window is displayed. From this window, you can add new notes, or view or delete existing notes.

Click the **Add Notes** button.

**Add Notes**

→ After typing in your notes, click the **Done** button.

**Done**

→ The inserted note is now visible within the Notes window.

Click the **Done** button.

**Done**

→ A green bar will appear across the top of the screen to notify you that the note has been successfully saved.

→ The **Expense Summary** page summarizes the number of expenses and the amount due to the employee.

Once you are done reviewing Additional Information on the **Expense Report**, click the **Submit** button.

**Note:** The Submit button will not work for a delegated user (Adrian and Allyson). The employee whose expenses are being submitted must login and submit the report.

**Submit**

→ The selected Expense Report has been submitted for approval.

## Linking (Associating) a Travel Authorization to an Expense Report

In an effort to help match up travel expense predictions with those on the expense report, it is advised that you associate a travel authorization to the report. The system will allow you to associate multiple travel authorization to an expense report as long as those TA's are not older than 6 months. This linking allows approvers to expedite approval by easily allowing them to view expenses and their predictions/justifications.

→Click the **Expenses** tile.

→Click the **My Expense Reports** tile.

→The My Expense Reports Page is displayed. From this page, you can view and edit expense reports that have not been submitted.

Click the appropriate expense report.

→The Expense Report detail page is displayed. Review the information for the expenses.

After review, click the **Review and Submit** button.

A green rectangular button with the text "Review and Submit" in white.

→The Expense Summary page is displayed. Within the **Additional Information** section, the **Travel Authorization** menu item lists the number of travel authorizations that can be associated with the selected report.

Click the **Travel Authorization** menu item.

### Travel Authorization

You have 38 approved Travel Authorization(s) that can be associated to this report.



→The Travel Authorization window is displayed. Only Approved Travel Authorizations for the last 6 months are visible for association to the expense report.

→Click the **Associate** button next to the appropriate Travel Authorization.

A gray rectangular button with the text "Associate" in white.

→Within the Travel Authorization menu item, it now displays that the selected Authorization is associated with the report. Please note that associations can also be created during the initial creation of an expense report.

→Click the **Home** button. You have completed the steps to associate a Travel Authorization to an Expense Report.

## Creating an Expense Report for a Non-Travel Expense

→Click the **Expenses** tile.

→Click the **Create Expense Report** tile.

→Click the **Non Travel Reimbursement** list item.

### Non Travel Reimbursement

→**Note:** In the description field, you can enter a description for the expense reimbursement. Examples for a non-travel reimbursement may include something like copies, printing or Ziploc bags used in a research lab.

In the **Description** field, enter "**Lab Supplies**".

\***Description**

→Leave the **Travel To** field blank.

Press [**Enter**] to continue.

→**Note:** Reference field provides a drop-down menu for additional reference types that departments can use for internal reporting. It is not a required field.

For the purpose of this demonstration, in the **Reference** field, enter "**sup**".

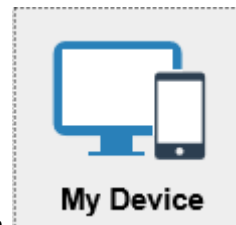
**Reference**

→Select the **SUPPLIES** list item.

**SUPPLIES** Supplies

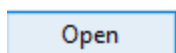
→**Note:** Files can be attached at the expense header for all receipts or at each expense line level for each individual receipt.

Click the **Attach Receipt** link to add a receipt.



→To browse your device for the attachment, click the **My Device** button.

→To upload the attachment, click the **Open** button.



→Click the **Upload** button.



→You can enter a description for the attachment in the **Description** field.

In the **Description** field, enter "**Lab supplies receipt**".

Receipt\_88654.png

→Click the **Done** button.



→Click the **Add Expense** button.



→You can select the date using the calendar icon.

Click [**Enter**] to continue.



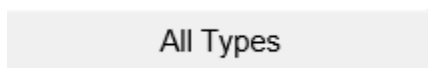
→Use the look up magnifying glass to the right of the **Expense Type** field to select the appropriate expense type.



→The Expense Type Search page is displayed. The **Frequently Used** section of the page will build over time based off your recorded activities.

Press [**Enter**] to continue.

→Click the **All Types** button.



→To view the expense categories, click the **Collapse All** link.

## Collapse All

→The four main expense categories are displayed.

Press [**Enter**] to continue.

→Click the **Supplies and Other** link.

### ▶ **Supplies and Other**

→The different Expense Types under **Supplies and Other** are displayed.

Click the **O-Instructional/Lab Supplies** option.

### O-Instructional/Lab Supplies

→Enter appropriate information into the **Description** field.

For example, enter "**Lab Supplies for the Spectroscopy Lab**".

\*Description

→The **Payment** field defaults to Employee Paid. Leave the default for this field.

Press [**Enter**] to continue.

Employee Paid

→Enter amount in the **Amount** field.

→Under Additional Information section leave the **Billing Type** as displayed.

Click the **Attach Receipt** button.

→To upload the attachment, click the **Add Attachment** button.

→To browse your device for the attachment, click the **My Device** button.



→Click the file that you want to upload.

Press [**Enter**] to continue.

→Click the **Upload** button.



→Click the **Done** button.



→You can enter a description for the attachment in the Description field.

→Click the **Done** button.



→**Note:** The attachments have been saved.

→Click the **Save** button.



→You can click the **Add Expense** button to add other expenses to the report. Click [**Enter**] to continue.



→Once you are done adding all the expenses to the report, email Adrian or Allyson to let them know you have a Pending Expense Report. **(\*See Sending Notifications for Travel Authorizations and Expense Reports\*)** Once they have entered the Accounting information they will email you to submit. Click the **Review and Submit** button.



→Click the **Submit** button.



→A dialog box confirms your decision to submit the Expense Report.

Click the **Submit** button to complete the submission.



→The selected Expense Report has been submitted for approval.

## How do I access OneSource if I am off campus?

→First, go here: [https://eits.uga.edu/access\\_and\\_security/infosec/tools/vpn/](https://eits.uga.edu/access_and_security/infosec/tools/vpn/)

→Choose the appropriate file for your computer type.

→Follow instructions to download the Cisco VPN Client.

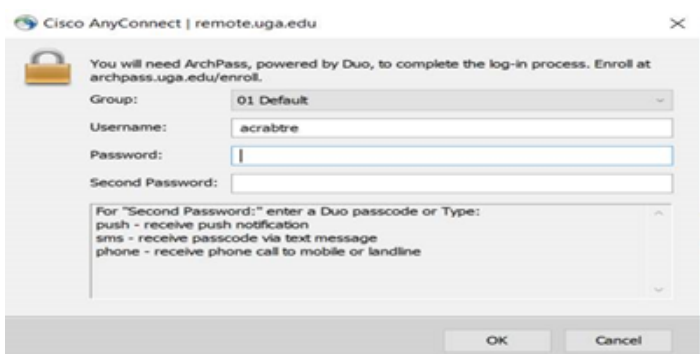
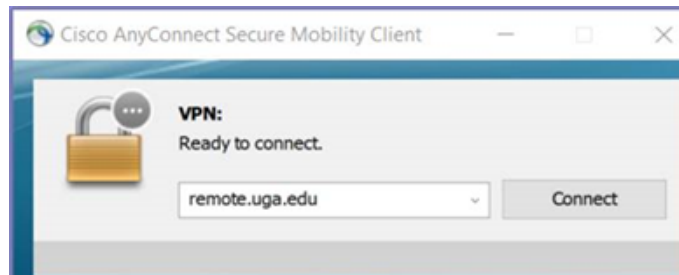
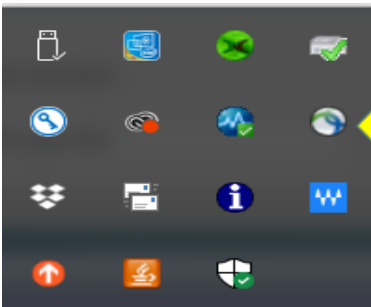
→We recommend using either Firefox or Google when downloading the AnyConnect for Windows installer. There are known issues associated with both Internet Explorer and Microsoft Edge when used to download the AnyConnect version for Windows. If you have any questions or need assistance, please email the [EITS Help Desk](#) or call 706-542-3106.

→To log in to the VPN, you will need to use ArchPass, UGA's two-step login solution powered by Duo. You can [enroll devices](#) in Duo through the [Self-Service Portal](#) on the [ArchPass website](#).

→To connect to the VPN:

1. Open your VPN client and type remote.uga.edu
2. Choose a VPN Group
3. Enter your MyID and Password
4. In the "Second Password" field, either enter a passcode generated by your Duo Mobile App or type in your authentication method:
  - Push – receive push notification
  - SMS – receive passcode via text message
  - Phone – receive phone call to mobile or landline

You can find screenshots and complete instructions for using ArchPass with the VPN on the [EITS Help Desk](#) site.



On the next box, make sure Group is set to 01, Username is your myID, Password is your myID password, and choose how you want to receive authentication on your Archpass Duo then click ok

## Sending Notifications for Travel Authorizations and Expense Reports

→Click the **Travel Authorizations** tile.

→The Travel Authorizations Search page is displayed. This page allows you to view and add travel authorizations.

→To view all pending travel authorizations, click the **Pending** link.

Pending

3

→To view the performable actions, click the green **Actions** button next to any travel authorization.



→For a pending travel authorization, you can choose between **Delete Travel Authorization** and **Send Notification**.

To send an email to Adrian or Allyson concerning the selected travel authorization, click the **Send Notification** menu item.

Send Notification

→The Send Email window is displayed. This window is structured to reflect an email with a **To** field, **CC** and **BCC** options, **Subject** line, and **Message** box.

→Enter the email of who you wish to notify into the **To** field. (Either Adrian or Allyson)

→The **Message** field is where you would enter the context or body of your notification.

→To send the email, click the **Send Email** button.

The recipient will receive an email from: **onesource-do-not-reply@uga.edu**

Send Email

→Click the **Close** button.



→Note: The above steps also work for Expense Reports.



## Adding a Quick Expense to My Wallet

If you incur an expense that you wish to save for later and include in a future expense report, you can add a quick expense. These entries will be saved in My Wallet section of the Expenses menu. When you are filling out the expense report later, you can import those quick expense to the report.

→Click the **Expenses** tile.

→Click the **Add Quick Expense** tile.

→The My Wallet page is displayed. From this page, you can add, delete, or filter individual expenses.

→Click the **Add Expense** button.



→A new expense page is created and displayed. Note that the Date field will automatically populate with the current date. You will enter appropriate date into the **Date** field.

→To search for an Expense Type, click the Lookup magnifying glass within the **Expense Type** field.



→The Expense Type Search page is displayed. Please note that when selecting an Expense Type for a Quick Expense, mileage and per diems are not to be selected. Mileage and per diems are added directly to an expense report for calculated amounts.

→To view all Expense Types, click the **All Types** tab.

All Types

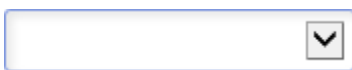
→Click the appropriate expense type.

D-Car Rental

→You will enter appropriate information into the **Description** field.

→You will enter appropriate information into the **Amount** field.

→If your expense is for a car rental, it will prompt you to select your used merchant. To select a preferred merchant, click the **Preferred Merchant** list.



→Click the appropriate merchant.

Enterprise Car Rental

→To select and attach a receipt to the expense, click the **Attach Receipt** link.

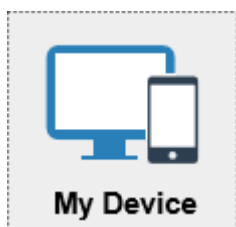
→The Attachments page is displayed.

Click the **Add Attachment** button.



→NOTE: This example only takes you through the perspective of a desktop user. The displays will be slightly different for phone users.

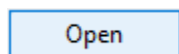
Click the **My Device** button.



→A File Explorer window will appear. Locate and click the appropriate file for attachment.

car-rental-invoice-template.jpg

→Once selected, click the **Open** button.



→Click the **Upload** button.



→After your upload is complete, click the **Done** button.



→You will enter appropriate information into the **Description** field.

→Click the **Done** button.



→Click the **Save** button.



## Applying My Wallet Transactions to Expense Reports

If you previously saved some expense entries in your Wallet, you can save yourself some time and avoid duplicating work by importing those expenses from My Wallet during the creating of the expense report.

→Click the **Expenses** tile.

→Click the **Create Expense Report** tile.

→The Expense Report page is displayed. From this page, you can complete the steps to create an expense report by inputting the appropriate information into the corresponding fields. To select the Business Purpose, click the **Business Purpose** drop-down box.



→Click the appropriate business purpose.

In-State Travel

→Enter the appropriate information into the **Description** field.

→Enter the appropriate information into the **Travel To** field.

→Your Search results appear beneath the search criteria. Click the appropriate Location.

GA003

GEORGIA US, Cobb - Marietta

→Enter the appropriate information into the **Reference** field.

→Your Search results appear beneath the search criteria. Click the appropriate Reference.

MEETING Attend Meetings

→If recommended, to attach a receipt to your Expense Report, click the **Attach Receipt** link.

→If you choose to set the accounting defaults for an expense, click the **Accounting Defaults** link.

→To import your expenses from My Wallet, click the **Add from My Wallet** button.



Add from My Wallet (2)

→The My Wallet page is displayed. From this window, you can choose the expenses that you wish to be imported to the expense report.

Import

→Click the **Import** button.

→The expense report is saved. To view the report with the imported expense information, click **Update**

Update Details

**Details.** →Notice that the selected expense is now located along the side of the Expense Entry page.

## Things to Remember

- When assigning a delegate: For Expense reports the office staff is authorized to Edit and for Travel Authorizations the staff is authorized to Edit and Submit
- Travel Authorizations **MUST** be submitted **BEFORE** the trip has taken place.
- Pending status does **not** mean the report has been submitted and is pending approval. Pending status means the creation of the report (done by you) is pending.
- You **cannot** be reimbursed for lodging until you return from the trip.
- You **can** be reimbursed for airfare and the conference registration fee before the trip takes place.



## 5. Travel Policy

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### Policy Statement

#### 5.1 Travel Authorization and Export Control Requirements

An authorization to travel is required to be submitted by employees traveling more than fifty miles outside of Georgia. Travel Authorizations must be approved internally by the HR Reports To for the employee and by the Distributed Expense Manager for the funding source.

A school/college/unit may be more restrictive and require an authorization to travel for in-state (Georgia) destinations.

A traveler's immediate supervisor or higher administrative authority must approve a travel authorization request (TA). This approver should be in a higher level position of authority that is able to determine the appropriateness and reasonableness of the travel. Schools/Colleges/Units may require multiple approvers for certain travel authorities; in these instances, all approvers in the submission process are held accountable.

In addition to the traveler's immediate supervisor (or higher administrative authority), a travel authorization request (TA) must be approved by a designated Expense Manager. The Expense Manager's review process should confirm the business nature of the travel and that the identified funding source is able to support the estimated travel costs.

In addition, per Board of Regents Business Procedures Manual 4.1, written pre-approval must be obtained when lodging is required within a 50-mile radius of the primary work site and residence. While this does not require a travel authorization (TA), written pre-approval should be maintained at the department level.

International travel requires approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority/> for risk management and export control purposes.

Travel to Cuba, Iran, Syria, or the Crimea region of Ukraine requires the approval of the Office of Export Control. Travel to these heavily sanctioned or embargoed countries must be requested, at a minimum, 6 months in advance when a Specific License (i.e., permission) from the Treasury or Commerce Departments is necessary to engage in the travel to, or activity in, the sanctioned or embargoed country. The Office of Export Control is responsible for ascertaining whether or not a license is required. Please visit <http://research.uga.edu/export-control/> for more information. Travel to these heavily sanctioned or embargoed countries without prior Office of Export Control approval may result in denied travel reimbursement claim.

Effective September 1, 2017, the U.S. government will prohibit travel to, in, or through North Korea, absent a special passport validation from the U.S. State Department. UGA-related travel

to North Korea is therefore prohibited and will not be reimbursed, unless the traveler has worked with the Office of Export Control and the U.S. State Department to receive the limited circumstance special validation authorizing the travel.

## **5.2 General Reimbursement Procedures and Documentation Requirements**

Employees should submit travel within 45 calendar days after completion of the trip or event. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed, are taxable income per the IRS.

This section provides additional guidance on documentation and approval requirements.

Requests for reimbursement should include the following information:

- Location, date, and time of departure should be included for single day trips;
- Location, date, and time of return should be included for single day trips;
- Lodging, mileage, transportation, and miscellaneous expenses, the types of which and their allowable limits are discussed in subsequent sections;
- Listing of meals included in conference registration fees, etc.;
- Itemized listing of expenses related to authorized meals not covered by the per diem allowance;
- Explanations of any expenses exceeding the established limits;
- Explanation of any unusual expenses submitted for reimbursement;
- Explanation of the purpose for the trip; and,
- Description of the type(s) of transportation used during the trip.

Employees must certify and submit their travel expense statement, attesting the information presented on the form is accurate and complete. Employees who provide false information are subject to criminal penalty as a felony for false statements, subject to punishment by fine not to exceed \$1,000, or imprisonment for one (1) to five (5) years.

Employees must submit receipts for the following expenses:

- Lodging, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.;
- Airline or railroad fares;
- Rental of motor vehicles;
- Registration fees;
- Visa/passport fees; and,
- All single expenditures of \$25 or greater.

If an employee does not have a receipt for one of the items listed above, the employee must include an explanation of the expense on the travel expense statement. Credit card receipts are acceptable forms of documentation, provided they contain complete details of the expenditure.

A traveler's immediate supervisor or higher administrative authority must approve a travel expense report. This approver should be in a higher level position of authority that is able to determine the appropriateness and reasonableness of expenses. Schools/Colleges/Units may require multiple approvers for certain expense reports; in these instances, all approvers in the submission process are held accountable.

In addition to the traveler's immediate supervisor (or higher administrative authority), a travel expense report must be approved by a designated Expense Manager. The Expense Manager's review process must meet the following minimum requirements:

1. Department heads and deans should designate an Expense Manager (or Managers) to examine and approve claims for reimbursement under these travel regulations.
2. Claims should be reviewed to ensure they are reasonable, accurate, and cover expenses actually incurred by the employee during the authorized travel dates and times.
3. Claims exceeding established limits should receive special scrutiny to ensure the explanations are sufficient to justify the higher amount. Employees should not assume all expenses exceeding allowable limits will be automatically approved for reimbursement.

By approving travel expenses, the Expense Manager is attesting that each transaction and supporting documentation has been thoroughly reviewed and has verified that all transactions are allowable expenses. Each transaction must be consistent with departmental budget and project/grant guidelines.

Upon granting approval of expense transactions, approvers are certifying:

- Appropriateness of the expenditure and reasonableness of the amount;
- Compliance with funding agency regulations and State reimbursement policies;
- Completeness and accuracy of documentation.

Responsibility for appropriate audit, approval, and reimbursement of travel expense statements is vested in all persons with official approval and/or processing authority.

### **5.3 Per Diem Allowance for Meals**

Per diem allowance refers to the maximum food allowance for which employees can be reimbursed per day. The amount is not a reimbursement of actual expenses incurred and receipts are not required for meal per diem amounts. Employees may only receive per diem for meals occurring while officially on travel status based on the number of meals per day for which the employee is eligible.

Although Statewide Travel Policy allows for meal per diem during non-overnight travel when employees travel more than 50 miles from their residence and primary workstation on a work assignment AND are away for more than twelve (12) hours, the University System of Georgia (and therefore the University as a members institution) **does not** provide meal per diem during non-overnight travel due to the IRS taxable compensation implications.

Use the [State of Georgia Meal Allowance](#) document on SAO's [Statewide Travel Policy](#) website to access daily meal limits for travel within the State of Georgia, including high cost areas. High cost areas are areas within Georgia within which meal expenses may be reimbursed at a higher amount than limits that otherwise apply to travel within Georgia. Increased per diem allowances are available in certain counties designated as high-cost areas. The high-cost areas in Georgia and the current high-cost rates for these areas are located on the Meal Allowance Schedule of the SAO Travel website.

Use the [Link to GSA Per Diem Rates](#) on SAO's [Statewide Travel Policy](#) website to access per diem rates for Out of State travel.

## Notes and Other Per Diem Items:

1. For out of state travel - travelers are eligible for only 75% of the total day's per diem rate on the first and last day of travel.
2. The per diem allowance must be adjusted for any meals provided to the traveler. Note: For out of state travel - when meals are provided to a traveler in conjunction with travel events on a travel departure or return day, the full day per diem is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$28 total reimbursement, and lunch was provided at no cost on a travel departure or return day, the total allowable reimbursement for that day would be \$14 [ $\$28 \times .75 = \$21$  less \$7 lunch = \$14.00].
3. If a traveler has medical restrictions and cannot eat a provided meal, the traveler does not have to deduct the amount. The traveler must include a note or other documentation with Travel Expense Reimbursement.
4. Separate reimbursement for taxes and tips associated with meal expenses are not authorized as the meal per diem is intended to cover the total cost of the employee's meal including taxes and tips.
5. Employees only may receive per diem for meals occurring while officially on travel status.
6. Employees who take annual leave while on travel status may not be reimbursed for meal expenses incurred during the period of leave.

## 5.4 Lodging Expenses

[Statewide Travel Policy](#) states that when lodging is shared “the traveler paying for the lodging seeks reimbursement for the full expense”. Per Board of Regents Business Procedures Manual 4.4, USG employees who share rooms should prorate the room costs, if practical, to properly reflect each employee's share of the lodging expense. This allows for a more accurate cost split, especially for employees funded by multiple sources.

When a state employee on travel status is accompanied by someone who is not a state employee on travel status, the employee is entitled to reimbursement at a single-room rate.

**Note:** Employees who take annual leave while on travel status may not be reimbursed for lodging expenses incurred during the period of leave.

Employees traveling out-of-state should refer to the federal per diem rates to identify high-cost areas of the United States, and to determine whether higher expenses are “reasonable and customary”. Use the [Link to GSA Per Diem Rates](#) tab in SAO's [Statewide Travel Policy](#) website to access per diem rates for Out of State travel.

**Note:** The rates published by the federal government should only be used as a guide to determine whether an expense is “reasonable and customary.”

The following excerpts from Section 3.3 of the [Statewide Travel Policy](#) apply to USG and UGA employees:



- State and local government officials and employees traveling within the state on official business are **exempt** from paying the **county or municipal excise tax** on lodging (“hotel/motel” or “occupancy” tax) [OCGA 48-13-51 (H) (3)], **regardless of the payment method being used**. (This exemption does not apply to travelers staying at an out-of-state hotel/motel.) Travelers must be able to provide proper identification to document their employment as a state or local government employee.
- Additionally, as an employee traveling on official State business, the lodging is eligible for **exemption from State of Georgia Sales Tax when the payment method being used is direct bill to the agency**. Travelers should make every effort to avoid payment of sales tax when payment method is other than a personal payment method.
- Travelers are required to submit a copy of the [\*Hotel Occupancy Tax Exemption Form\*](#).
- If the hotel refuses to accept the form at check-in, the traveler should attempt to resolve the issue with hotel management before checking out at the end of their stay. If the matter is not resolved by check-out time, the traveler should pay the tax. The employee should explain the reason for paying the hotel/motel tax on the travel statement.
- Failure of the employee to submit the Hotel Occupancy Tax Exemption Form to the hotel/motel may result in non-reimbursement of the tax to the employee.
- 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 exempted for State Employees.

Employees may be reimbursed for work-related **internet usage charges**. These charges should be separately identified on the itemized hotel/motel bill, but should not be listed on the travel expense statement as “lodging.” Rather, these charges should be treated as miscellaneous expenses, included in the “voice/data communications” section of the travel expense statement.

Travelers should not book non-refundable rates or rates that require deposits unless required by conference lodging. It is the employee’s responsibility to understand cancellation rules. Non-refundable rates cannot be changed or cancelled; therefore, the employee is accepting the risk of a non-reimbursable **cancellation fee**.

If a cancellation fee is charged and all efforts to have fee removed have been exhausted, the employee may include it on the travel statement with thorough explanation. The department head, dean or other responsible official should review the request and determine if reimbursement is appropriate.

On-line booking services, such as AirBnB, VRBO, Home Away, and other similar type services providers is prohibited.

Some hotels include a charge for “**resort” or other fees**. These fees should be reimbursed as an eligible lodging expense.

The Georgia Department of Natural Resources has developed a program to identify and certify lodging properties that are taking significant steps to reduce their demands on Georgia’s natural resources and acting as good corporate citizens. These certified “Green Hotels” meet a stringent standard for environmental stewardship and operational efficiency. By using less toxic cleaning and maintenance chemicals, these hotels provide healthier conditions for guest and employees.

When traveling on state business and hosting meetings, state employees are encouraged to explore opportunities to support these properties where cost-competitive. The current list of

certified properties is available at:

<http://www.greenseal.org/FindGreenSealProductsandServices/HotelsandLodgingProperties.aspx>

## **5.5 Travel by Institution-Owned, Rental or Personal Vehicles**

Employees are encouraged to utilize institution-owned vehicles, if available, for travel within the state of Georgia, and, when appropriate, for travel outside the state. However, if institution-owned vehicles are not available, employees may choose between using a rental vehicle or personal vehicle. Institutions may reimburse employees for the mileage incurred during the employee's use of a personal vehicle. The employee and supervisor must determine if mileage reimbursement should be made using Tier 1 or Tier 2 rates, enabling the traveler to successfully execute travel requirements at the lowest reasonable costs, thus resulting in the best value for the State.

The State has entered into mandatory statewide contracts with specified car rental vendors. Employees should rent vehicles from one of these vendors when the use of a rental vehicle is the desired form of travel. *Statewide Travel Policy* states:

a. Approved car rental sizes are Compact, Intermediate or Full Size. Other vehicle sizes require a business-related justification. Vans may be rented when there are more than 4 travelers.

b. Reimbursement will be made for reasonable fuel charges. Travelers must decline optional fuel offerings offered by the car rental vendor. Maintenance and oil changes are the responsibility of the rental company and will not be reimbursed.

c. Rental cars under the Statewide Car Rental Vendor Contract should be returned with the same amount of gas that it had when it was picked up. Travelers should pay close attention to the fuel amount when they pick up the vehicle to ensure there are no overcharges for gas upon return of the rental car.

d. Employees traveling on State business inside the Continental U.S. in any rented motor vehicle are covered by the State's liability policy; therefore, liability coverage should be declined when renting a motor vehicle. Loss Damage and Collision Damage are also covered for vehicles rented under the Statewide Car Rental Vendor Contract. When traveling to destinations outside the Continental U.S. (OCONUS), with the exception of Canada, the State Risk Management Department recommends that travelers accept collision insurance when renting cars. Contact the DOAS Risk Management Services Department regarding any other questions related to rental car insurance coverage.

e. NOTE: The State liability policy is only in effect while the employee is using the rented vehicle for official State business. For this reason, personal use of the vehicle, including allowing friends or family members to ride in a State rented vehicle, is prohibited.

f. In the event of an accident while driving a rental vehicle, contact the Insurance and Risk Management Office at 1-706-425-3083, as well as the appropriate car rental vendor, for claims handling.

*Statewide Travel Policy* governs the business use of personally-owned vehicles. Guidance is provided on the following:

1. Appropriate use of Tier 1 and Tier 2 reimbursement rates. See *Mileage Reimbursement Rates Policy* tab at <https://sao.georgia.gov/state-travel-policy> for authorized Tier 1 and Tier 2 reimbursement rates.

Mileage rates are changed only upon notification from the State Accounting Office/Office of Planning and Budget; new rates should not be applied based solely on GSA updates. For travel on or after January 1, 2019, reimbursement rates for the business use of personal motor vehicles are as follows:

Tier 1 Rate: When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled as follows:

Automobile \$ 0.58 per mile

Motorcycle \$ 0.55 per mile

Aircraft \$ 1.26 per mile

Tier 2 Rate: If a University-owned vehicle is available, and its use is determined to be most advantageous to the state, OR if it is determined that a rental vehicle under the statewide contract is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at \$ 0.20 per mile.

2. Proper methodology for calculating reimbursable business miles versus normal commuting miles: Commuting miles are the miles traveled on a regular basis from an employee's residence to the primary work station. This should be a standard distance that does not change from one reimbursement request to the next. The primary work station is the location to which an employee regularly reports to for work. Examples are provided in **Appendix A** of the *Statewide Travel Policy*.
3. Allowability of reimbursement for tolls or other parking fees or charges.
4. Extent of State insurance coverage.

If a University-owned vehicle should break down while traveling, the UGA school/college/unit responsible for maintaining the vehicle should provide for repairs and roadside assistance to the driver and reimburse the employee for any associated expense paid by the employee during the travel.

## **5.6 Air Travel and Other Public Transportation**

State employees are encouraged to travel by state-owned or personal vehicles when feasible and cost-effective. However, when commercial transportation is necessary, employees may be reimbursed for the expenses incurred. Employees will be reimbursed for actual expenses incurred, provided the appropriate steps are taken to obtain the lowest possible fare or cost.

Air Travel is covered in **Section 1** of the *Statewide Travel Policy*. This Section addresses booking (including exchanges, cancellations and voids), selecting appropriate air fares, upgrading to Business and First Class, international travel and use of private aircraft.

The following items are provided in conjunction with **Section 1** of the *Statewide Travel Policy* to offer additional clarity and guidance on Air Travel.

1. Employees who choose to travel by motor vehicle, whether personal, state-owned, or commercial, when air transportation is more cost-effective, may only receive reimbursement for the cost of the lowest available airfare to the specified destination.
2. Many travel agents now charge fees for issuing tickets. These fees, if reasonable, are part of the cost of travel. Employees may, therefore, be reimbursed for such costs, regardless of whether the airfare tickets were purchased through the state airfare contract or not.  
**However, employees are strongly encouraged to use the internet in order to avoid travel agent fees.**
3. Travel agents used for making travel arrangements should not be related to the employee making, authorizing, or approving the arrangements. The travel agents also should not be related to the employee actually traveling. A “related” party would include any members of the employee’s family or any organizations in which the employee or his/her family members have a financial interest. The purpose for not using such travel agents is to maintain the state’s integrity in financial matters. The actions of all state employees must be above reproach.
4. It is the state’s policy that state officials or employees traveling by commercial air carrier should travel in the most cost-effective manner and utilize the lowest possible coach fares. Generally, officials or employees traveling by commercial air carrier will not be reimbursed for the portion of non-coach (first class, business class, etc.) airfare that exceeds the cost of the lowest available fare on the same flight. The travel provides some exceptions for domestic flights to Alaska and Hawaii, international travel and travel of employees with medical conditions. Business Class airfare is allowable for international flights and domestic flights to Alaska and Hawaii. Although, state travel regulations in Section 1 and Appendix B allow for both First Class or Business Class airfare using state funds, the University System of Georgia, and therefore the University, do not permit First Class travel unless the circumstances noted below require it. The University System of Georgia and the University are committed to using resources, regardless of funding source, in a fiscally prudent manner and believes First Class travel, except for the requirements noted below, does not demonstrate appropriate stewardship of institutional funds.

Business Class airfare using state funds or other fund types (unless specifically restricted), is permissible in accordance with state policy (international and U.S. routes of 10 hours or more) and with appropriate travel authority approvals. First Class travel is only permitted, if approved, in the following circumstances:

1. There is no other space available on the needed flight (supporting documentation from a travel agency/booking site must be included with the travel reimbursement request).
2. A licensed medical practitioner certifies that because of a person’s mental or physical condition, specific air travel arrangements are required. The employee must provide necessary medical certifications for the required special air travel arrangements due to a medical condition. Information should also be obtained specifying the expected length of time such condition would have an impact on travel needs. Supporting documentation must be retained within the employee’s department.
3. The Commissioner of Public Safety certifies that specific air travel arrangements are necessary for security reasons.

Note: The department should maintain such supporting documentation in a manner that would enable the auditors to readily determine who is subject to these special travel provisions.

4. Occasions may arise when airlines overbook, change, delay or cancel flights, thereby imposing travel inconveniences on their passengers. In these instances, airlines often offer the affected passengers indemnification for these inconveniences. Examples of indemnification that may be offered by an airline include vouchers for meals or lodging, upgrades to non-coach travel to include First Class, and credits toward future flight costs. State employees are authorized to accept such indemnification if the travel inconvenience was imposed by the airline and there is no additional cost to the state.

### Fly America Act

The Fly America Act was enacted to mandate the use of U.S. flag air carriers for federally funded international travel. The Federal Travel Regulations require international flights to be on U.S. flag air carriers whenever possible, which is accomplished when code sharing is present. Code sharing occurs when two or more airlines “code” the same flight as if it was their own. In other words, the international flight may be on a foreign air carrier’s plane, but is considered the same as the one operated by an U.S. flag air carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier’s designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt).

Additional information regarding the Fly America act can be found on the University’s travel website at [https://busfin.uga.edu/accounts\\_payable/fly\\_america/](https://busfin.uga.edu/accounts_payable/fly_america/).

Other forms of public transportation include trains, taxis and shuttle services. These are discussed in **Section 2.1** of the [Statewide Travel Policy](#). It is up to the employee to obtain the best rates available and submit appropriate receipts.

## 5.7 Miscellaneous Travel Expenses

Miscellaneous travel expenses are necessary and reasonable expenses incurred by an employee while traveling on official business other than meals, lodging, mileage or transportation costs. **Section 5** of the [Statewide Travel Policy](#) provides a listing of reimbursable and non-reimbursable miscellaneous travel expenses. Employees may receive reimbursement only for reimbursable type expenses that are work related. Employees requesting reimbursement for work-related, reimbursable expenses must include adequate explanations. Also, appropriate supporting documentation must be submitted with the travel statement.

**Note: Even if an expense item is included in the reimbursable expense listing, if it is for personal use or benefit, it cannot be claimed on the travel statement.**

## 5.8 Travel Advances

The University does not provide travel advances. Employees traveling on University business should pay for their expenses and then seek reimbursement. Special arrangements may be made through the Bursar’s office to facilitate Studies Abroad Programs and group travel in some circumstances.

For more information and relevant links concerning Travel at UGA, please see the “Accounts Payable Travel Website” at [https://busfin.uga.edu/accounts\\_payable/travel/](https://busfin.uga.edu/accounts_payable/travel/)

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#### Reason for policy

The purpose of this policy is to document that the University will follow the travel rules of the State Accounting Office The [Board of Regents Business Procedures Manual: Section 4.0 Travel](#) any University policies, and comply with all Internal Revenue Service regulations. The University maintains an accountable plan for travel reimbursement. In compliance with the IRS rules for an accountable plan, travel reimbursements are not taxable income.

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#### Procedures

Employees or delegates should initiate an expense report in the UGA Financial Management System and submit it for approval with any required documentation. Any travel to destinations more than fifty miles from the state border require a travel authorization to be submitted and approved prior to travel.

Please reference training and other resource materials are available and provide instructions on how to prepare a [travel authority](#) and/or an [expense report](#) in the UGA Financial Management System.

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#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President & Controller

**Policy Owner:** Accounts Payable

**Policy Contact:** Jennifer Dunlap

**Phone Number:** (706) 542-2786

***Responsibilities of the Traveler:*** Travelers are expected to exercise good stewardship of funds when traveling on official business. Any expenditure disallowed by UGA is the responsibility of the employee. Travelers must always obtain receipts except when meal per diem travel allowances are claimed. Not all receipts must be submitted with a Travel Expense Statement but may later be requested for verification or audit. Travel Expense Statements may be selected for audit at any time, and all required receipts must be retained by the traveler for three years after the travel date if not attached to the travel expense report.

***Responsibilities of the Supervisor/Approver:*** By approving the Travel Expense Statement, the approver is attesting that he/she has thoroughly reviewed each transaction and the supporting documentation and has verified that all transactions are allowable expenses. The approver is the “check” in the expense reporting process to identify potential or actual errors in expense reporting and is equally accountable for all expenditures. The approver role should be assigned to an individual who can judge the business appropriateness of each expenditure. The approver must verify that the correct funding sources are charged, in keeping with proper fiscal stewardship. Under no circumstances should an individual approve his/her own expense submission.

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#### Record Retention

Research Grant

Records Number

0472-09-006

These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data,



draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports. Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

#### Accounting Records

Number 0472-03-001

This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices.

Retention: Monthly and quarterly reports: 1 year. All other records: 5 years.

#### Credit Card Administration Records

Number 0472-03-013

This series documents administration of credit cards and P-cards issued to institutional staff and units. Records may include: applications, master monthly billing statements, individual card holders' statements, billing summaries, printouts including vendor analysis by code, number of charges and stores, and use summaries.

Retention: 7 years.



## 3. Group Travel

### Policy Statement

Group travel exists when a third party is being paid for travel expenses of an employee or paid non-employee on official UGA business. More than one individual does not have to be involved to qualify for group travel. A third party may refer to a business or another individual. The documentation required to process group travel provides the Accounts Payable and Accounting departments with the necessary information to complete the reporting requirements of the State.

### Reason for policy

This policy is to define the University of Georgia's regulations for processing group travel. The University follows reporting requirements set forth by the State Accounting Office, Board of Regents, and the Internal Revenue Service. The University maintains an accountable plan for travel reimbursement. By complying with the IRS rules for an accountable plan, travel reimbursements generally are not taxable income. All travel reimbursement requests must be filed within forty-five (45) days of the completion of the travel or be accompanied by a letter of justification.

### Procedures

**Direct Billing of Travel Expenses:** The University will pay vendors for travel expenditures on behalf of employees and/or non-employees who are traveling on official business for the University under certain circumstances.

If no provisions exist to direct pay the vendor then:

- University employees are responsible for seeking reimbursement of travel expenditures through University procedures as stated in the UGA Travel Policy. A link to this policy is provided under Related Information.
- Non-employees should seek reimbursement through the sponsoring UGA department, as appropriate, via honorarium payment. An honorarium payment may be made in cases where the non-employee was a speaker or invited guest who has provided a service. Please reference the Non-Employee Travel Policy link provided under Related Information.

If provisions exist to direct pay the vendor:

- After travel is completed, the department should submit an electronic check request(s) payable to the third party vendor with an invoice from the vendor. A link to the Electronic Check Request System is provided under Related Information.

Note: If both employees and non-employees' travel expenses are being billed, the department must submit two check requests: one with employee expenses and one with non-employee expenses. Each should reference the other request and the two requests together should equal the total amount of the invoice.

**Employee Reimbursement for Group Travel:** In the event an employee covers travel expenditures for another employee or non-employee, the request for reimbursement must be treated as group travel.

If all parties involved are employees, the department should submit one check request with receipts and complete the travel distribution within the electronic check request indicating the amount to be reported for each traveler.

In the event there are employees and non-employees, submit two separate check requests. One check request should include the employee portion and a separate check request for the non-employee portion.

The employee portion check request should include receipts. The travel distribution within the electronic check request should be completed with the amount to be reported for each traveler.

The non-employee portion check request should include receipts.



Both check requests should be made out to the individual that covered all of the associated costs, and the check requests should reference each other.

**Note:** For any individual who pays for another individuals travel, a separate reimbursement request for the expenses that he/she incurred individually should be submitted as a normal travel reimbursement and not as group travel. More instructions regarding group travel can be found within the Travel Regulations at UGA, Training & Development Course Powerpoint, specifically slides 63 through 65. A link to this Powerpoint is provided under Policy Appendices.

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#### Additional contacts

[Patricia Sims](#)

**Phone Number:** (706) 542-2786

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#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President & Controller

**Policy Owner:**[Accounts Payable](#)

**Policy Contact:** [Patricia Sims](#)

**Phone Number:** (706) 542-2786

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Retention: Monthly and quarterly reports: 1 year. All other records: 5 years.

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#### Policy Appendices

[Travel Regulations at UGA, Training & Development Course Powerpoint](#)

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#### Related information

[UGA Travel Policy](#)

[Non-Employee Travel Policy](#)

[Electronic Check Request System](#)

[Non-Employee Travel Authorizations](#) | [Purchasing and Payment Processing](#)

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#### Policy Dates

Effective Date:

Date Last Updated: 06/22/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: