



# COLUMBUS STATE UNIVERSITY

## *Pocket Guide for Travel*

Helpful Information for Faculty & Staff



### Contact Information:

Accounting Services (706) 507-8491 or  
[travel@columbusstate.edu](mailto:travel@columbusstate.edu)

## Travel Procedures and Forms

### POLICY

- Travel policy can be found at [https://generalcounsel.columbusstate.edu/docs/policies/Travel\\_Policy.pdf](https://generalcounsel.columbusstate.edu/docs/policies/Travel_Policy.pdf)

### PROCEDURES

- Travel procedures can be found at [https://purchasing.columbusstate.edu/travel\\_procedures.php](https://purchasing.columbusstate.edu/travel_procedures.php)

### FORMS

- All forms can be found at <https://accounting.columbusstate.edu/forms.php>
- Travel Application
- GA Hotel/Motel Tax Exemption Form
- Travel Expense Statement
- 45-Day Reasonable Exception Request Form
- Missing Receipt Form
- Student Group Travel

## Know Before You Go

### TRAVEL APPLICATIONS

- Create a new travel application for any overnight and/or out-of-state business travel PRIOR to traveling.
- Travel applications are required on all travel for insurance purposes regardless of reimbursement or not.
- Do not book any travel without an official approval from the department head, dean, or other designee prior to departure.
- Estimate all trip expenses and complete the entire travel application.
- All prepaid cost must be documented on the form for payment approval.
- Approved travel application should be submitted to the Purchasing Department.

### BOOKING TRAVEL

- Use the most economical means of travel. Compare the mode of transportations cost (airfare, rental, fleet, or personal car). Review this information with your manager to ensure the most cost effective method of transportation that meets business

requirements, while remaining within the State of Georgia Travel Policy.

- Per section 3.1 of the State Accounting Office Travel Policy, private residences are not allowable for lodging. Therefore Airbnb, VRBO, HomeAway or any other like lodging is not allowed and **non-reimbursable** for in state travel. IMPORTANT: This type of lodging is allowed for out of state travel BUT must be preapproved by the Board of Regents – allow 8 weeks for approval prior to departure.
- Third party sites DO NOT provide the proper itemized documentation required by the state. Travelocity, Expedia, Orbitz, and like should NOT be used when booking travel.

### MILEAGE

- Always use a mileage calculator (i.e. MapQuest, Google Maps) to claim personal car mileage. Insert exact address of both start and end waypoints.
- Remember to deduct commute miles if leaving from or returning to residence rather than campus. This does not apply to weekend or holiday travel dates.
- 2020 Mileage Rates (Per Mile)  
Tier 1: \$.575 Tier 2: \$.17  
<https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
- If the actual mileage was different than the calculated mileage due to detours, locations with no address, etc., the calculated distance may be changed. An explanation must be noted.
- Remember to use the most economical means of travel. Discuss with your manager to select the appropriate option for a car rental, Tier I, or Tier II mileage reimbursement based on the policy.

### AIRFARE

- First class airfare is not allowed.
- Business class is allowable for international flights and domestic flights to Alaska and Hawaii.
- All flights should be booked at least 14 days, but no more than 30 days in advance.
- Travelers should always select the lowest priced airfare that meets their approved most logical itinerary and State Policy. Upgrades including Delta Comfort Plus will NOT be reimbursed.

### GROUND TRANSPORTATION

- Use the most economical means of travel. Compare services such as Groome, Uber, Lyft, or taxi service for the most economical cost.

- Ground transportation includes transport to and from airport, to and from conference, and travel after hours only if personal vehicle is not available.

### RENTAL CARS

- Enterprise or Hertz MUST be used in-state.
- Hertz MUST be used for out of state.
- Vans may be rented for more than 4 travelers.

### LODGING

- Use the most economical means of lodging. The traveler should select the least expensive option available considering location of business destination and personal safety.
- Airbnb, VRBO, HomeAway or any other like lodging is not allowed and **non-reimbursable** for in state travel. IMPORTANT: This type of lodging is allowed for out of state travel BUT must be preapproved by the Board of Regents – allow 8 weeks for approval prior to departure.
- Hotel receipts are required and must be printed on hotel letterhead, include the method of payment, and a zero balance. Receipts must be itemized for reimbursement.
- At check-in, present the GA Hotel/Motel Tax Exemption Form for lodging within the State of Georgia for exemption from occupancy taxes, to include county or municipal excise taxes.
- Lodging expenses are allowed when the destination is located more than 50 miles from both primary work place and residence.
- If travel destination is less than 50 miles from both primary work place and residence, overnight stay must be approved and a memo sent with the travel application.
- Lodging is not direct billed to CSU.

### PREPAY

- Airfare can be prepaid through Travels by Donna. Traveler must contact travel agency to request flight. Approved travel application should be marked appropriately. Purchasing will approve the purchase of the tickets. Contact Information: (706) 322-2323 or [travelsbydonna@knology.net](mailto:travelsbydonna@knology.net).
- Lodging can be prepaid. Traveler must call the hotel and reserve the room via personal credit card.

Once reserved, the employee should receive a detailed confirmation from the hotel. The confirmation information will then need to be put into ePro for approval. Once approved, a check will be sent directly to the hotel or can be delivered to the hotel by the employee.

### MEALS (PER DIEM)

Per diems are not provided during non-overnight travel or if meals are provided during business travel. Remember to choose in-state or out-of-state as appropriate. Domestic per diem rates include the cost of meals only; international per diem includes incidental expenses.

- Out-of-State: Travelers will receive 75% of allowable per diem on day of departure and return, less any meals provided. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- In-State: Travelers will receive 100% of allowable per diem on day of departure and return, less any meals provided. Travel time is NOT a factor.

### MEALS ALLOWANCES\*

In-State	Low Cost	High Cost
Breakfast	6.00	7.00
Lunch	7.00	9.00
Dinner	15.00	20.00
Total	\$28.00	\$36.00

High Cost: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties

\*Do not include incidentals

### CONFERENCES

- Traveler must deduct meals from the per diem that were included in the registration paid by the University.
- “Continental breakfast” and “banquets” must be deducted from per diem reimbursement.
- A reception is not considered a meal.
- Conference agenda or schedule must be attached to the expense statement. This document supports the business purpose and claim for meal reimbursement.

### INTERNATIONAL TRAVEL

- Itemized hotel receipt indicating traveler’s name and zero balance is required to be submitted with expense report.

- Meal per diems for international travel are based on rates provided by the US Department of State and are available online. Incidentals are included.
- Claimed expenses must be converted to US dollars and exchange rate documented. Currency Conversion may be accessed at [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter)

### TRAVEL EXPENSE STATEMENTS

- Expense statements should be submitted from 3-10 days after completion of trip.
- Expenses not reported within 60 days of the end date of travel will be included as taxable income on your W-2.
- Attach the appropriate approved travel application to the expense statement.
- Expenses paid by P-Card such as registrations should not be included on your expense report.
- Reimbursements will be made by check.
- Conference agenda or schedule must be attached to the Expense Report. This document supports the business purpose and claim for meal reimbursement.

### RECEIPTS

Receipts are required for all reimbursements – exceptions below.

- All hotel receipts must be itemized.
- Credit card statements may ONLY be used in lieu of a receipt if accompanied by a detailed reservation, itinerary, and/or confirmation. Statements must include travelers name and the last 4 digits of the credit card.
- Missing receipts require a Missing Receipt form to be completed and approved prior to reimbursement. Missing receipts are limited to 3 annually and disciplinary action may be taken.
- Remember missing and/or incomplete receipts may cause a delay, a change in, and/or prevent reimbursement.

Required Itemized Receipts	Receipts not required if <\$25
Airline Fares	Fuel for rental cars
Hotel Expenses	Parking
Rental Car Expenses	Tolls
Meals (unless claiming per diem)	Mass transit