

Travel Policy

Summary

The Columbus State University Accounting Office follows Policies established by the Board of Regents (BOR) of the University System of Georgia (USG) for travel.

Purpose

The purpose of this document is to list the policies outlined by the BOR USG for travel.

Policy

7.6 Travel

From time to time, the Board of Regents will develop and approve new travel regulations. Such regulations will be published and distributed periodically to the various operating units in Section 4.0, Travel, of the Business Procedures Manual, and shall constitute the official Policy of the Board governing travel by

USG employees (BoR Minutes, 1980- 81, pp. 55-59).

4.1 Authorization for Travel

4.2 General Reimbursement Procedures and Documentation Requirements

4.2.1 General Provisions

4.2.2 Travel Expense Statements/Requests for Reimbursement

4.2.3 Travel Expense Receipt Requirements

4.2.4 Approval Requirements

4.2.5 Institution Responsibilities

4.3 Per Diem Allowance for Meals

4.4 Lodging Expenses

4.4.1 General Provisions

4.4.2 Tax Exemptions

4.4.3 Other Lodging Charges and Fees

4.4.4 Georgia's "Green Hotels" Program

4.5 Travel by Institution-Owned, Rental or Personal Vehicles

4.5.1 Rental Vehicles

4.5.2 Use of Personal Vehicles

4.5.3 Use of Institution-Owned Vehicles

4.6 Air Travel and Other Public Transportation

4.6.1 Air Travel

4.6.2 Other Public Transportation

4.7 Miscellaneous Travel Expenses

4.8 Travel Advances and Corporate Credit Cards

4.8.1 Authority to Advance Cash for Travel

4.8.2 Approval of Cash Advances for Travel

4.8.3 Amount of Cash Advance

4.8.4 Employee and Institution Accountability of Funds Advanced

4.8.5 Recovery of Cash Advances Made for Specific Trips

4.8.6 Recovery of Cash Advances for Continuous Travel

4.8.7 Corporate Charge Cards

4.9 Standard Employee Business Travel Forms

Related USG Policy

See above lists.

Last Update

N/A

Responsible Authority

Office of the Vice President for Business and Finance