

Shared Administrative Services (SAS)

Town Hall – Travel



Upcoming SAS Town Hall Meetings

All sessions below are scheduled from 10:30 to 11:30 a.m.
At this time, there will be no livestream components to these town hall meetings.

Main Campus

Synovus Center for Commerce &
Technology Auditorium

Friday, March 25

General Purchasing

Wednesday, March 30

IT Procurement

Friday, April 15

Other SAS topics

RiverPark Campus

Wednesday, March 9, @ RiverPark Activity
Center

Travel

Tuesday, March 22, @ 2104 Frank Brown Hall

IT Procurement

Friday, April 8, @ RiverPark Activity Center

General Purchasing

Thursday, April 21, @ 2104 Frank Brown Hall

Other SAS Topics



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Travel Procedures: Ticket Creation

- All conferences are considered travel, including virtual, and must be submitted under the Travel tab in eQuest.
- If there is a current path in eQuest, you may use it. Ex. Transportation, Building Maintenance, Print Shop, etc.
- Please include as much information as possible about your trip such as what expenses will be claimed, and the name of the account being billed.
- Any receipts you have can be submitted when the ticket is created, such as for lodging or airfare, etc.



Travel Procedures: Conferences

- If registration is being paid by check, the supplier must be approved in SHARE.
 - If supplier is not approved a Supplier Information Packet will be required. This process can take 2-4 weeks once submitted to USG for approval.
- Personal Memberships that are non-transferrable cannot be paid for with State funds, even if it is required to attend a conference.
- All conferences are considered travel, including virtual, and must be submitted under the Travel tab in eQuest.



Travel Procedures: Pre-Paid Lodging

- If a traveler is requesting their lodging to be pre-paid, the following is required:
Traveler must confirm that their desired hotel accepts payment by check.
 - DO NOT ASSUME!
- If selected hotel is not an approved supplier in SHARE a Supplier Information Packet will be required. SAS Specialist will assist with this process.
 - This process can take 2-4 weeks once submitted to the USG for approval.
 - If supplier is already approved, please allow 2 weeks for processing.



Travel Policies: Lodging

- 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 not reimbursable for in state travel.
- Use the most economical means of lodging. The traveler should select the least expensive option available considering location of business destination and personal safety.
- Upgraded room accommodations that incur an additional charge are not allowed. Mandatory resort fees are reimbursable as lodging expenses.
- Valet services for parking, when self-parking options are available, are not reimbursable.
- 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.



**Not
Allowed**

Vrbo

airbnb

HomeAway

THE RITZ-CARLTON® vs. Hilton

VIP

BLACK TIE VALET

travelocity

Expedia

ORBITZ



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Travel Policies: Mileage

- Please be sure to include the exact address of the location you are travelling to.
- Commuting Miles are the miles from your personal residence to your primary workstation. A Traveler's commuting miles are considered personal mileage and, as such, are not reimbursable.
- If travel occurs on a weekend or holiday and is outside of the Traveler's normal work schedule, mileage is calculated from the point of departure with no deduction of actual commuting miles.
- If commuting miles are greater than business miles, there is no reimbursement of mileage.

Example: An employee's residence is in Duluth and primary workstation is in Atlanta. The employee's normal commute mileage is 60 miles round trip (RT).

- The employee leaves in the morning from his/her residence to attend a meeting in Lawrenceville and then returns to his residence. The total distance travelled is 40 miles RT. The employee's total (business) miles (40) are less than the normal round trip commute miles (60), so there is no reimbursement for business mileage.
- The employee leaves in the morning from his/her residence to attend a meeting 40 miles away and returns to his residence afterwards. The total distance travelled is 80 miles RT. The employee's reimbursable business mileage is 20 miles (80 miles traveled less 60 miles normal commute mileage = 20 business miles.)



Travel Policies: Per Diem

*Per
diem*

- The time of departure and time of return are not considerations for calculating the Meal Per Diem.
- Per diems are not provided during non-overnight travel or if meals are provided during business travel.
 - Continental breakfasts provided by hotels are considered provided meals, even if you do not eat them.
- Travelers will receive 75% of allowable per diem on day of departure and return, less any meals provided.
 - When meals are provided to a Traveler in conjunction with travel events on a travel departure or return day, the full meals per diem reimbursement rate is reduced by the amount of the provided meal(s) after the 75% proration. For example, if the per diem allows a \$50 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 \$24 [$\$50 \times .75 = \37.50 less \$14 lunch = \$24].
- For trips involving multiple travel destinations, base the reduction on the per diem rate in effect where the night was spent, as follows:
 - Departure Day: Where the Traveler spends that night.
 - Return Day: Where the Traveler spent the night before returning to their Residence or Primary WorkStation.



Travel Policies: Receipts

- Travelers must always submit itemized receipts. Itemized receipts should include:
 - Name and address of the vendor
 - Date of service
 - Description of goods/service
 - Amount paid for each individual item
- 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.



Travel Applications: Common Mistakes

- Please be mindful of all amounts when setting limits.
Registration fees are not included in the total travel costs box.
- Accounting will only pay up to the set limit.

Transportation Costs:	0.00	Travel Mode:	Car
Mileage (Vehicle):	480.24	Airline Prepaid by CSU?	No
Lodging:	378.00	High Cost Area?	Yes
Meals:	224.00		
Total Travel Costs:	\$704.24		

Registration fee: \$395.00 Prepaid on CSU P.O.? No Paid by CSU Credit Card? _Yes_
Paid by Individual: _No_

Travel Approval

Authorized Signature	Provost or Authorized Designee	Limit
		\$500.



Q & A

Contact Information

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