
From: All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of Archnews <archnews@UGA.EDU>
Sent: Friday, June 28, 2013 10:35 AM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: New travel regulations effective July 1

TO: UGA Faculty and Staff

FROM: Accounts Payable

RE: New Travel Regulations Effective on July 1, 2013

On June 12, 2013, the State Accounting Office announced a new statewide travel policy, which becomes effective July 1, 2013. The Board of Regents has advised all USG institutions to implement the changes outlined below. Please note that these regulations should be adhered to by both employees and non-employees seeking reimbursement from the University. Accounts Payable has published the new travel policy and the travel expense statement has been modified for travel occurring on or after July 1, 2013.

The changes are outlined below:

- For non-overnight trips in Georgia, travelers will receive 100% of the allowable per diem if the travel is more than 50 miles from home and headquarters and the traveler is away for more than 12 hours. Previously, travelers were only allowed to claim 75% of the instate meal per diem when there was no overnight lodging. Trips that include overnight lodging will still be reimbursed at 75% on the days of departure and return.
- The General Services Administration (GSA) per diems located at <http://www.gsa.gov/portal/category/21287> will continue to be used for travel outside the state of Georgia. The incidental expenses amount included in the GSA per diem rates will **not** be included in the reimbursement for domestic travel. Previously, incidental expenses were included. Incidental expenses are now reimbursed separately at actual costs and include: fees and tips given to porters, baggage carriers, bellhops, hotel housekeeping, stewards or stewardesses, and hotel staff. For international travel, incidental expenses are still included in the per diem rate and should be reflected on the travel expense statement in the column titled, "Incidental Expenses-International Travel Only".
- When a meal (ex. Conference meal) is provided on the day of departure or day of return during overnight travel, the full meal per diem reimbursement rate is now reduced by the amount of the provided meal(s) before the 75% proration. For example, if an employee travels to Atlanta for a 3 day conference and is provided a lunch meal by the conference on his day of departure, per diem would be calculated at \$20.25 (\$36 per diem for travel to high cost area - \$9 for lunch meal = \$27 then apply 75% proration and the total would be \$20.25) Previously, the full amount of the meal was deducted after the 75% proration had been applied to the daily rate.
- Clayton, Coweta, Fayette, and Gwinnett counties are no longer included as high cost travel areas. The meal per diem rate for these areas is the regular Georgia rate of \$28 a day.
- The Certification of Exemption of Local Hotel/Motel Excise Tax form has been updated to assist travelers in gaining compliance with this law. The new form is located at http://www.busfin.uga.edu/forms/excise_exempt.pdf

Several resources will be available to assist you with the implementation of these statewide travel policy changes.

- 1) Travel Policy-The travel policy has been updated and is located at: <http://www.policies.uga.edu/FA/nodes/view/1301/Employee-Travel-Effective-July-1-2013>
- 2) Travel Expense Statement-The travel expense statement has been modified for travel occurring on or after July 1, 2013.
- 3) Employee Pocket Travel Guide-The Employee Pocket Travel Guide has been modified for travel occurring on or after July 1, 2013. The guide is located at <http://www.busfin.uga.edu/travel/pocketguide.pdf>
- 4) Questions can be directed to Jennifer Collins at jfinch@uga.edu or Andre Simmons at asimmons@uga.edu.