

Travel Policy Changes Effective July 1, 2014

The University's travel policy was recently modified to provide more flexibility for certain types of travel expenses. The revised policy is located at <http://www.policies.uga.edu/FA/nodes/view/456/Travel> and contains the following changes:

Section 2.0.2.0 Lodging

Current language reads:

In addition, any expenses that exceed the federal per diem rate by more than twenty-five percent should be explained and justified on the travel expense statement. These rates may be exceeded and justified if an employee stays at a higher cost hotel where a meeting is held in order to avoid excessive transportation costs between a lower cost motel and the location of the meeting. Applicable taxes should be covered by the additional twenty-five percent."

New language will read:

Travelers should select the least expensive option available taking into consideration proximity to the business destination and personal safety.

If desired, travelers can still utilize GSA rates to determine reasonableness for an area; however, justification will no longer be required when rates have been exceeded. Links to the GSA site will continue be available on the University's travel website at http://www.busfin.uga.edu/accounts_payable/travel.html.

Section 2.0.5.0 Additional Provisions

Current language reads:

Reimbursement for out-of-state travel expenses may not exceed by more than twenty-five percent, the amount approved on the Request for Authority to Travel, without a statement of explanation and justification that is approved by the appropriate dean, director, or vice president.

This language will be removed from the policy and will not be replaced.

These changes will be applicable to travel that occurs on or after July 1, 2014.

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