

Frequently Asked Questions

What is a standing Travel Request form for?

At the beginning of each fiscal year, a travel request form will need to be completed for each employee authorized for frequent local CSRA travel using their personal vehicle. Make sure the Standing Travel Authorization Box is checked and the appropriate fiscal year is filled in.

What do I need to do before traveling?

For all travel, submit an approved Travel Request Form to the Travel Office no later than three days prior to the travel date.

If there are no expenses paid by the University for my Travel, do I still need to fill out a Travel Request Form?

Yes, we must have the approved form for insurance purposes.

Where can I find the Travel Request Form?

By clicking on: [Travel Request](#).

Can I pay for registration with my P-Card?

When possible, it is preferable that you pay for registration with your P-Card. However, if a meal is included in the registration price, you can not use your P-Card.

Can I get a cash advance for meals?

No. Unfortunately, you can only be reimbursed for meals after you travel.

How much can I get for meals while away?

Employees traveling overnight will be paid a per diem amount designed to cover the cost of meals (including taxes and tips) based on the number of meals per day for which the employee is eligible. Simply fill out the Travel Expense Statement with the meals in the appropriate section. Please refer to the following chart to make sure you are entitled to each meal.

Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00 a.m. – 6:30 a.m.
.....	L	D	6:30 a.m. – 11:00 a.m.	B
.....	D	11: a.m. – 1:30 p.m.	B
.....	D	1:30 p.m. – 5:30 p.m.	B	L
.....	5:30 p.m. – 7:30 p.m.	B	L
.....	7:30 p.m. – 12:00 a.m.	B	L	D

How can my lodging, registration and airfare be prepaid?

When completing the Travel Request Form, simply click on the box for each payment option and fill in the vendor, address and Federal Tax ID # of the vendor. If a prepaid check is required, please allow 5 business days for the Travel Office to process. When the check is ready, our office will call you to pick the check up unless otherwise directed to mail.

Is a requisition required to be created, approved and budget checked in PeopleSoft before my travel date?

Yes. Make sure you write the requisition number on the Travel Request Form. Also, please ensure the requisition is approved, and budget checked before submission.

Can I get reimbursed for registration before my travel date?

Yes. You may be reimbursed for registration with a paid receipt or bank/ credit card statement. PLEASE BE SURE TO MARK OUT ANY ACCOUNT NUMBERS.

What do I do after returning from my travel?

Please fill out the Travel Expense Statement showing any commuting miles (if applicable), meal expenses, lodging, and any other expenses incurred while traveling for the University.

Where can I find the Travel Expense Statement?

By clicking on: [Travel Expense Statement](#) .

Can I get paid for meals if I returned the same day I departed?

Only if the trip is 13 hours or more in one day.

What is the mileage reimbursement rate?

When it is determined that a personal motor vehicle is the most advantageous form of travel, the employee will be reimbursed for the maximum allowance for mileage by the rate DOAS provides. Please complete the cost comparison form at: <http://ssl.doas.state.ga.us/vehcostcomp/> . If an agency owned vehicle is available and its use is determined to be most advantageous to the state, OR if it is determined that a rental vehicle is the recommended method of travel, but a personal motor vehicle is used, the employee will be reimbursed for business miles traveled at the rate of \$0.285 per mile. The employee must report odometer readings on the Travel Expense Statement.

What are commuting miles?

Normal commuting miles must be deducted when calculating business miles if the employee departs from his/her residence or returns to his/her residence on a normal working day. If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.

What receipts do I need to attach to my Travel Expense Statement?

Employees are required to submit receipts for the following:

- **Lodging**
- **Airline or Railroad Fares**
- **Parking Fees**
- **Taxi Fares**

- [Rental of Motor Vehicles](#)
- [Gasoline purchased for Rental Vehicles](#)
- [Supplies](#)
- [Registration Fees](#)
- [Visa/Passport Fees](#)

Please Note: If it is not possible to obtain a receipt, then a written explanation should be included on the expense form.

How do I revise my requisition in PeopleSoft?

[Follow the instructions listed on the Special Projects Website .](#)

When will I get reimbursed for my travel?

[All travel expense reimbursements will be direct deposited into the bank account designated by the employee. The Travel Office will process travel reimbursement requests following the receipt of complete/accurate travel documentation. Employee reimbursements received by Friday, 12:00 NOON, will be processed following week in the EFT cycle. Payments to vendors will be available in 5 business days.](#)

Where can I go to see if the area I am traveling is a high cost area?

By clicking on the website: [GSA - Domestic Per Diem Rates .](#)