GEORGIA HIGHLANDS COLLEGE

TRAVEL REGULATIONS

EFFECTIVE JANUARY 9, 2006
§1.0 INTRODUCTION

Georgia Highlands College employees are guided by general travel regulations when required to travel from their headquarters to fulfill official obligations. The travel regulations adopted by GHC are in compliance with regulations provided by the State Auditor’s Office, the Office of Planning and Budget, and the Board of Regents.
In requiring certain employees to travel from their headquarters, GHC expects to reimburse those employees for reasonable and necessary expenses incurred while traveling.

The travel regulations outlined in this document are effective as of January 9, 2006. GHC employees who are traveling on official business for the College and who are seeking more definitive guidelines should consult the Statewide Travel Regulations site at http://www.audits.state.ga.us/internet/nalgad/trvlpg.html, however, it should be understood that the College’s guidelines may be more restrictive than those of the State.

§2.0 AUTHORIZATION FOR TRAVEL

§2.1 General Provisions:

Georgia Highlands College employees anticipating travel to conduct official business are required to submit a Request for Authority to Travel at College Expense form unless they are traveling under Standing Authorization approved by the college president. The Request to Travel (see §5.1) should be completed in full by the employee requesting travel and submitted to the Office of Accounting Services at least one (1) week prior to the date of travel departure. In the event an advance payment is requested, four (4) weeks’ notice to Accounting Services will be required for processing (see §2.2d). As a procedural requirement for insurance coverage of employees traveling to conduct college business, a Request to Travel should be submitted regardless of costs associated with the travel or lack thereof.

Employees are encouraged to carpool, use college-owned vehicles, and/or make other cost effective travel arrangements as may be practical. Failure to conserve funds wherever possible may result in lower reimbursement rates; reimbursement for the most economical arrangements consistent with the travel will be authorized. The Request to Travel should reflect the closest possible estimates, with a margin of 10% error, and include the name and date of any vendor contacted.

A Request to Travel, completed and signed by the employee requesting travel, should be submitted to the area secretary who will assign a departmental requisition number and accounting information. The Request will be forwarded to the area supervisor and vice president for approval before the original and one (1) copy are submitted to the Office of Accounting Services with a copy kept on file by the area secretary.

§2.2 Professional Travel:

GHC Professional Travel is generally defined as travel by employees to attend or present at conferences, seminars, and meetings, both in- and out-of-state. GHC employees requesting authority for professional travel will be authorized to choose between personal or college-owned vehicles, common carrier, or private aircraft only after careful analysis of the distance, timeliness, and overall cost factors of the trip, justification of which will be required. The employee is responsible for investigating reasonable and available travel arrangements. Charges to travel agencies are not acceptable and will not be reimbursed.

a. Personal or College-Owned Vehicle
Employees are encouraged to use college-owned vehicles whenever possible. (For availability of college-owned vehicles, refer to: Outlook → Public Folders → Rental Vehicle + College Vehicle Request form; see §5.2) If there are no college-owned vehicles available, employees using personal vehicles for state travel will be reimbursed at the rate of $0.445 per mile. If a college-owned vehicle is available and a personal vehicle is opted, the reimbursement rate may be reduced to $0.285 unless the option is justifiable. Personal mileage incurred while on professional travel status will not be reimbursed.

b. Meals
Meal expenses incurred while on professional travel may be reimbursed. Refer to §3.5 for guidelines in obtaining an estimate for the Request to Travel.

c. Lodging and Excise Tax
Whenever practical, employees should make lodging reservations in advance to utilize minimum rate accommodations. Employees should avoid “deluxe” lodging and should obtain government or corporate rates when possible. Employees will be reimbursed for the actual lodging expenses, provided the expenses are reasonable.

GHC employees are required to take an **Exemption of Local Hotel/Motel Excise Tax** form (see §5.3) where in-state lodging is anticipated. The Exemption of Excise Tax form is presented to the lodging clerk at check-in. Employees should review all lodging receipts at checkout to ensure taxes have been applied correctly, and any problems should be resolved at this time. Employees will not be reimbursed for payment of excise taxes.

d. Advance Request
Advance payment for travel expenses in excess of $50.00 may be requested for the payment of registration fees, airfares, and lodging reservations. Advance payments are made payable to the GHC employee; any cancellations or indefinite postponements of authorized travel arrangements for which an advance has been made shall require the advance be refunded immediately to the Office of Accounting Services. Four (4) weeks’ notice to Accounting Services is required to process an advance payment.

§2.3 Intercampus Travel:

Intercampus Travel is generally defined as travel by a Georgia Highlands College employee from one GHC campus or site to another. GHC employees may be entitled to reimbursement of mileage expenses incurred for intercampus travel if a Georgia county line is crossed during the course of conducting official business. Employees will not be reimbursed for travel between their places of residence and their headquarters. In the event employees travel to a campus or site other than their official headquarters for a first or last assignment of the day, and if a Georgia county line is crossed during that travel, the employees will be reimbursed for the shortest distance calculated either from their residence or from their headquarters to the assignment.

Intercampus Travel is typically estimated for an entire semester to include the anticipated mileage for each day travel will be required. A **GHC Intercampus Mileage Record** (see §5.4) can be used to record allowable odometer readings and automatically calculate total mileage.
Refer to the Intercampus Mileage Grid (see §3.3a) for guidelines in obtaining an estimate of reimbursable mileage for a Request to Travel.

§2.4 Standing Authorization:

Georgia Highlands College employees who are covered under a Standing Authorization to travel as approved by the college president must submit a Request for Authority to Travel form during the month of May to encumber anticipated funds for any travel expenses that may occur during the remainder of the fiscal year (June 30).

§3.0 REIMBURSEMENT OF EXPENSES

§3.1 General Provisions:

After completion of approved Georgia Highlands College travel, expenses incurred may be reimbursed by completing a Travel Expense Statement (see §5.5). A Travel Expense Statement is submitted after a Request for Travel has been approved; under no circumstances should these two forms be submitted simultaneously. It is imperative that all receipts for meals, lodging, parking, shuttle service, taxi, tolls, and airfare, including registration receipts and itineraries/agendas, be attached to the Travel Expense Statement. Accurate time logs and odometer readings must be entered in the appropriate fields of the Expense Statement. An Expense Statement received in the Office of Accounting Services by noon on Tuesday will normally afford a reimbursement check to be ready the following Friday.

All highlighted fields on the Travel Expense Statement form must be completed with the requested information. Fields not relevant to the travel should be entered with “N/A.” A Travel Expense Statement submitted to the Office of Accounting Services with blank fields will be returned to the employee for completion.

§3.2 Travel Expense Statement:

After an employee has completed and signed a Travel Expense Statement, it should be submitted to the area secretary who will enter the assigned requisition number and estimate total from the related Request to Travel. The Expense Statement will be forwarded for review and initialed by the departmental supervisor. With a copy kept on file by the area secretary, the Expense Statement is then submitted to the Office of Accounting Services for final approval/disapproval by the college comptroller. Travel Expense Statements should be submitted for reimbursement within 30 days of the travel return date. Failure to submit an Expense Statement within 30 days may result in nonpayment of expenses. An Expense Statement can be faxed or e-mailed to the Office of Accounting Services with the signed original forwarded via intercampus or First Class mail to expedite payment to employees not headquartered at the GHC Floyd Campus.

a. Automobile Mileage Record

Accurate and complete odometer readings should be recorded daily; personal mileage is not reimbursed. Carpools should be explained on the Expense Statement and include the name of the person(s) participating. Mileage is recorded by entering beginning and ending odometer
readings, and it will be automatically calculated at $0.445 per mile on the statement. Any adjustments to this rate will be made in the Office of Accounting Services.

b. Purpose of Trip
The purpose of the approved travel is a required field on the Expense Statement and should match the purpose noted on the related Authority to Travel. Standing Authority should be indicated if applicable.

c. Common Carrier, Taxi/Shuttle
Expenses and dates for airline, taxi, and shuttle fares must be recorded on the Expense Statement with the receipts attached. The amounts will be automatically calculated on the Expense Statement.

d. Miscellaneous
Phone line expenses for internet service and registration and parking fees must be recorded on the Expense Statement with the receipts attached. The amounts will be automatically calculated on the Expense Statement.

§3.3 Intercampus Travel:

a. Intercampus Mileage Grid

<table>
<thead>
<tr>
<th></th>
<th>Floyd</th>
<th>Heritage</th>
<th>Cartersville</th>
<th>Acworth</th>
<th>Marietta</th>
<th>WGA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floyd</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>42</td>
<td>57</td>
<td>47</td>
</tr>
<tr>
<td>Heritage Hall</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>39</td>
<td>54</td>
<td>54</td>
</tr>
<tr>
<td>Cartersville</td>
<td>29</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>56</td>
</tr>
<tr>
<td>Acworth</td>
<td>42</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>72</td>
</tr>
<tr>
<td>Marietta</td>
<td>57</td>
<td>54</td>
<td>29</td>
<td>17</td>
<td>0</td>
<td>58</td>
</tr>
<tr>
<td>West Georgia</td>
<td>47</td>
<td>54</td>
<td>56</td>
<td>72</td>
<td>58</td>
<td>0</td>
</tr>
</tbody>
</table>

b. GHC Intercampus Mileage Record

The **GHC Intercampus Mileage Record** (see §5.4) is intended to be used to record, calculate, and total multiple odometer readings. The Mileage Record should be attached to the Travel Expense Statement with an entry indicating the attachment under “Daily Travel” in the Automobile Mileage Record section of the Statement. Intercampus travel can be submitted for partial or full reimbursements at the employee’s preference: i.e., weekly, monthly, or end-of-semester. If partial reimbursements are submitted, a Travel Expense Statement is required with each reimbursement with the applicable time period listed. Request for a partial payment should be indicated in the appropriate field.

§3.4 Registration:

Registration fees are recorded on the Travel Expense Statement under “Miscellaneous.” Any agenda or itinerary supplied with the registration should be attached to the Expense Statement along with the receipt for registration. If the registration was paid by separate requisition or state purchasing card, a copy of the receipt should be attached to the Statement.
§3.5 Meals:

Georgia Highlands College employees traveling more than 30 miles from their residence or headquarters during the course of official obligations for a period greater than 13 hours may be eligible for reimbursement of meal expenses. Eligibility of meal reimbursement will be determined by the times of departure and return. Meal reimbursements may be refused if the departure and return times are not entered on the Travel Expense Statement. Meal expenses, including taxes and tips, must be recorded on the Expense Statement with the receipts attached. The amounts will be automatically calculated on the Expense Statement. GHC employees will not be reimbursed for meals opted for in favor of those included in registration and/or lodging expenses.

a. Meal Expense Grid

<table>
<thead>
<tr>
<th>Number of Meals Allowed</th>
<th>Meals Allowed</th>
<th>Daily Maximum Allowable Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 meals per day</td>
<td>breakfast/lunch/dinner</td>
<td>$28.00</td>
</tr>
<tr>
<td>2 meals per day</td>
<td>breakfast/lunch</td>
<td>$13.00</td>
</tr>
<tr>
<td></td>
<td>breakfast/dinner</td>
<td>$21.00</td>
</tr>
<tr>
<td></td>
<td>lunch/dinner</td>
<td>$22.00</td>
</tr>
<tr>
<td>1 meal per day</td>
<td>breakfast</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td>lunch</td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td>dinner</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Certain areas of Georgia are classified as “high cost” areas and may cause employees to exceed the general meal limits. The high cost areas of Georgia include Metropolitan Atlanta (with Cobb, DeKalb, Fulton, and Gwinnett counties); Augusta, Richmond County; Brunswick, Glynn County; and Savannah, Chatham County.

b. High-Cost Meal Expense Grid

<table>
<thead>
<tr>
<th>Number of Meals Allowed</th>
<th>Meals Allowed</th>
<th>Daily Maximum Allowable Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 meals per day</td>
<td>breakfast/lunch/dinner</td>
<td>$36.00</td>
</tr>
<tr>
<td>2 meals per day</td>
<td>breakfast/lunch</td>
<td>$16.00</td>
</tr>
<tr>
<td></td>
<td>breakfast/dinner</td>
<td>$27.00</td>
</tr>
<tr>
<td></td>
<td>lunch/dinner</td>
<td>$29.00</td>
</tr>
<tr>
<td>1 meal per day</td>
<td>breakfast</td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td>lunch</td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td>dinner</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
Meal reimbursements for out-of-state travel are governed by Federal regulations which may vary from city to city and state to state. Employees may contact the Office of Accounting Services for these estimates as they may change.

§3.6 Lodging:

State employees may be charged local sales and use taxes (Georgia only) but shall not be charged excise tax on lodging. An Exemption of Local Hotel/Motel Excise Tax form (see §5.3) should be presented to the lodging clerk at check-in. Lodging excise taxes will not be reimbursed. Refer to §2.2c for more details.

§4.0 Exceptions to Travel Regulations

Employees may be entitled to reimbursement of travel within a Georgia county boundary if the mileage exceeds a total of 40 miles and is approved by the departmental supervisor.

Employees with questions concerning the travel regulations herein should refer to the Statewide Travel Regulations website supplied in §1.0 or the Office of Accounting Services.

Consideration for exception to GHC Travel Regulations should be submitted to the Office of Accounting Services, in writing and prior to the anticipated travel date(s), with justification and/or explanation for the exception. All written requests for exception should include:

- The name(s) of the person(s) for which the exception is requested
- An explanation of the purpose of the trip
- An explanation of the types of expenses to be incurred
- The anticipated travel dates

An approved exception is not to be considered a blanket waiver of the GHC Travel Regulations. Exceptions are granted individually and are allowable for the specified event only.

§5.0 Travel Forms

All travel forms require original signatures; signature stamps will not be accepted.

§5.1 → Request for Authority to Travel at College Expense
§5.2 → College Vehicle Request
§5.3 → Exemption of Local Hotel/Motel Excise Tax
§5.4 → GHC Intercampus Mileage Record
§5.5 → Travel Expense Statement
Approved January 9, 2006, by the President’s Cabinet, Georgia Highlands College

J. Randy Pierce, President