

NON-EMPLOYEE TRAVEL

Section: Business

Policy: University Housing follows the University of Georgia (UGA) non-employee section of the group travel policy at <http://www.policies.uga.edu/FA/nodes/view/993/Group-Travel>.

The University can **only** pay for **legitimate travel expenses** whether travel is paid as reimbursement to an individual or whether travel is paid to a vendor. Travelers should reference UGA's travel policy for details on expenditures that are appropriately reimbursable (or chargeable to the university). Travelers must receive approval for all types of travel following the supervisory chain through the executive director level, even if there are no costs to the University.

Each employee should complete the travel-training module on [e-Learning Commons](#) to be eligible to travel. The travel training module requirement is only for full-time staff, graduate residents, and doctoral interns. To register for the module, an employee must send an email to request access to their direct supervisor and HBHR (HSG-Business@uga.edu). After approval HBHR will then register the employee for the module and share access information with the employee.

Purpose: This policy provides guidelines for how staff members responsible for non-employee travel should request travel and reimbursement for travel, if applicable.

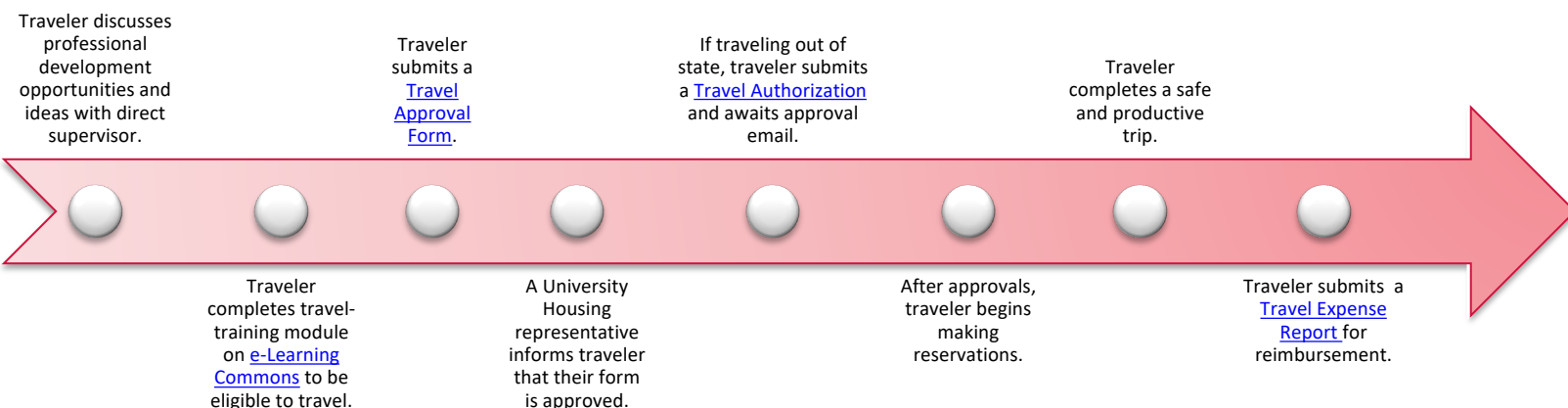
Scope: This policy applies to all non-employees who travel in-state and out-of-state on official university business. Employees should reference the Employee Travel Guidelines policy.

Students **not** currently employed at the University of Georgia are considered non-employees under this policy. If a student is employed but traveling on behalf of an organization event such as RHA, the student would be subject to this policy. If a student is employed and is traveling in a capacity related to their job duties, the Employee Travel policy should be referenced.

Non-employees also include candidates traveling to campus for interviews.

Any questions or unique issues should be addressed up the supervisory chain.

Procedure:



I. Non-employees (excluding candidates-See Procedure II)

- A. The staff member responsible for the non-employee(s) traveling will obtain approval for travel from their direct supervisor. This includes in-town traveling for participation in academic programs and sanctioned student events.
- B. Once the staff member has secured supervisory approval from their direct supervisor, they should determine method of travel and research associated travel costs. Please reference the UGA travel policy, <http://www.policies.uga.edu/FA/nodes/view/988/Travel>, to determine method of travel and research associated travel costs.
- C. The staff member responsible for the non-employee(s) traveling will complete the Non-Employee and Group Travel Approval Form, <https://form.jotform.com/222345983199165>. This will guide in making estimates for costs. For information on how to complete the worksheet, please reference the Travel Training presentation located on the Housing website.
- D. Upon submission, the staff member responsible for the non-employee(s) and the Housing Business and Human Resources Office (HBHR) accountant will receive a PDF copy of the travel request. HBHR will review and verify that the travel request is in accordance with the UGA travel policy.
 - The HBHR accountant will either send the form back for revisions or approve and route the PDF through DocuSign for approval.
 - Approval emails will come from dse_na2@docusign.net and display the name "Housing - Business via DocuSign".
 - If the supervisor approves of the travel, they will sign via DocuSign and the PDF will be routed to the next person in the approval chain.
 - After executive director approval, traveler can begin making travel arrangements.

II. Candidate travel

- A. Hiring supervisors should work with candidates to make travel arrangements (if applicable) during the interview process. To maintain compliance with the University Housing travel policy, all policies and procedures regarding costs for employee travel must be followed when submitting candidate travel. To obtain approval of costs, a Candidate Travel Approval Form (<https://form.jotform.com/230325279748059>) must be completed by the hiring supervisor/hiring coordinator. Upon submission, the hiring supervisor and the Housing Business and Human Resources Office (HBHR) accountant will receive a PDF copy of the travel request. HBHR will review and verify that the travel request is in accordance with the UGA travel policy.
 - The HBHR accountant will either send the form back for revisions or approve and route the PDF through DocuSign for approval.
 - Approval emails will come from dse_na2@docusign.net and display the name "Housing - Business via DocuSign".
 - If the supervisor approves of the travel, they will sign via DocuSign and the PDF will be routed to the next person in the approval chain.

III. It is the staff's responsibility to track approval status throughout the travel process.

IV. Expenses

To minimize out-of-pocket expenses incurred by the non-employee(s), University Housing prefers to pay eligible travel expenses when possible. The following options are available for the staff member in charge of non-employee travel:

- A. Hotels/Lodging: Please reference [Hotels with UGA Direct Billing](#) for a list of hotels in Georgia that direct bill UGA. Please reach out to the business office if you are looking for an out-of-state hotel that will direct bill UGA.
- B. Work with a P-card holder in your area. Student travel P-Card purchases are allowable for students authorized to travel for participation in academic programs and sanctioned student events. Besides the normal purchases

- indicated in the P-Card Manual, the following are also allowable,
- Student food, lodging and travel (air fare charges are not allowable)
 - Entrance fees to educational venues
 - Operating expenses and supplies
 - Emergency situations (air fare charges allowed).
- C. For airfare and other purchases that cannot be paid via P-Card, contact the HBHR purchasing specialist for the requestors respective department.
- Air travel may only be booked 60 days or less in advance. If there are busy travel time where flights might quickly book, exception requests can always be made via the supervisory chain.
- D. If no provisions exist to use a P-Card or direct paying a vendor then
- The staff responsible for non-employee(s) traveling can seek reimbursement when returning from the travel, or,
 - The staff responsible for non-employee(s) traveling can work with non-employees to pay for travel expenses and then the non-employee may seek reimbursement when returning from travel. The staff would:
 - Assist non-employees in creating a vendor identification number by connecting them with the Housing Business Office (hsg-business@uga.edu). This must be completed before reimbursement can occur. **This should be created prior to traveling to allow for processing time.**
 - Use the UGA travel policy as a guide to assist the traveler in retaining required documentation for reimbursement.
 - Assist the traveler upon return to campus in submitting necessary paperwork following the check request Process.

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28, 2020 Reviewed: February 2, 2018

Revised: March 2016