<div align="center">**NON-EMPLOYEE TRAVEL GUIDELINES**</div>

Section: Business Operations

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. Reference should be made to UGA's travel policy at http://www.policies.uga.edu/FA/nodes/view/988/Travel for details on expenditures that are appropriately reimbursable (or chargeable to the University).

Purpose: This policy provides guidelines for how staff members responsible for non-employee travel should request travel and reimbursement for travel, if applicable.
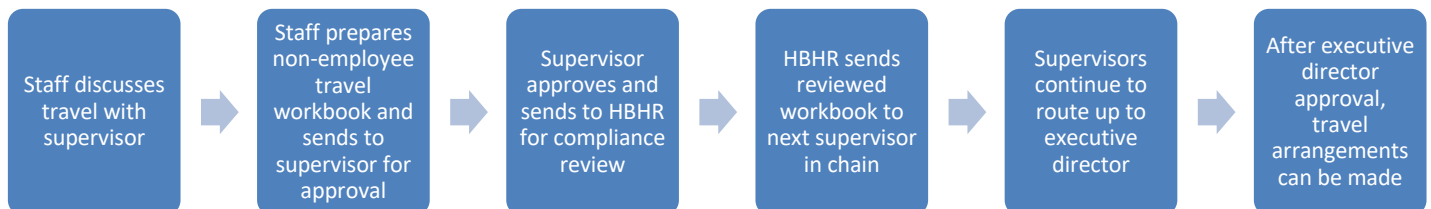
Scope: This policy applies to all non-employees who travel in-state and out-of-state on official university business. Employees should reference the Employee Travel Guidelines policy.

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 Guidelines 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:

| Staff discusses travel with supervisor | → | Staff prepares non-employee travel workbook and sends to supervisor for approval | → | Supervisor approves and sends to HBHR for compliance review | → | HBHR sends reviewed workbook to next supervisor in chain | → | Supervisors continue to route up to executive director | → | After executive director approval, travel arrangements can be made |

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/Candidate travel workbook located on the Housing website. 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. The staff member responsible for the non-employee(s) traveling should email the travel workbook, a conference agenda and any other supporting documentation to the direct supervisor for approval.

E. The [UGA Risk Management Volunteer Agreement](.) should be also be obtained for each non-employee traveler and emailed to the staff member's direct supervisor for approval.

F. The staff member responsible for travel should then forward the supervisor approval email, travel estimation workbook and conference agenda to the HBHR accountant and business manager. HBHR will review and verify that the travel request is in accordance with UGA travel policy.

G. After HBHR review,
  A. The HBHR will e-mail the next supervisor in the approval chain, include all attachments and copy all included on the previous emails.
  B. Supervisors will continue to route the completed travel information and approval emails through the supervisory chain until reaching the executive director level for approval.
  C. The executive director is the final approver for non-employee travel.

H. Throughout the travel process it is the responsibility of the staff member responsible for the non-employee(s) traveling to track approval status.

I. Should there be a rejection, it is the responsibility of the staff member responsible for the non-employee(s) traveling to determine the reason for the rejection, make and highlight necessary edits and then reroute the changes through the approval process outlined above.

II. **Candidate travel**
Hiring supervisors should work with candidates to make travel arrangements (if applicable) during the interview process. In an effort 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. In order to obtain approval of costs, a non-employee travel workbook for each candidate must be completed by the hiring supervisor/hiring coordinator and submitted to the HBHR business manager prior to the arrangements being made for each candidate to attend campus. The worksheet will be listed as a related file with this policy on the staff website. Once the costs are approved by the business manager, the email will be routed for approval up through the executive director and then arrangements for travel can be made.

III. **Expenses**
In an effort 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. 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,
   a. Student food, lodging and travel (air fare charges are not allowable)
   b. Entrance fees to educational venues
   c. Operating expenses and supplies
   d. Fuel for rental vehicles
   e. Emergency situations (air fare charges allowed).

B. For airfare and other purchases that cannot be paid via P-Card, contact the accountant in the HBHR.

C. If no provisions exist to use a P-Card or direct paying a vendor then
   a. The staff responsible for non-employee(s) traveling can seek reimbursement when returning from the travel, or,
   b. The staff responsible for non-employee(s) traveling can work with non-employees to pay for travel expenses and then the non-employee seek reimbursement when returning from travel. The staff would:
      i. Assist non-employees in creating a vendor identification number by visiting https://suppliers.uga.edu. This must be completed before reimbursement can occur. **This should be created prior to traveling to allow for processing time.**
      ii. Use the UGA travel policy as a guide to assist the traveler in retaining required documentation for reimbursement.
      iii. Assist the traveler upon return to campus in submitting necessary paperwork following the check request process.

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