

## EMPLOYEE TRAVEL/CONFERENCE REGISTRATION

### Section: Business

**Policy:** University Housing follows the University of Georgia (UGA) [Travel Policies](http://www.policies.uga.edu/FA/nodes/view/456/Travel) (<http://www.policies.uga.edu/FA/nodes/view/456/Travel>).

The University can **only** pay for **legitimate travel/conference expenses** whether travel is paid as reimbursement to an individual or a vendor. University Housing prefers to pay for conference registration, workshop and interviewing table fees on behalf of a registrant/traveler. Travelers should reference UGA's travel policy for details on expenditures that are appropriately reimbursable (or chargeable to the university). Employees who are participating in any type of travel or conference in his/her capacity as an employee must receive approval following the supervisory chain through the executive director level, **even if there are no direct costs to the University**.

Each employee should complete the travel-training module on [e-Learning Commons](#) to be eligible to travel or attend any professional development opportunity. 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 procedures for how housing staff should request travel and reimbursement for travel, if applicable.

**Scope:** This policy applies to all employees who travel on official university business. Non-employees should reference the Non-employee Travel Policy.

### Procedure:

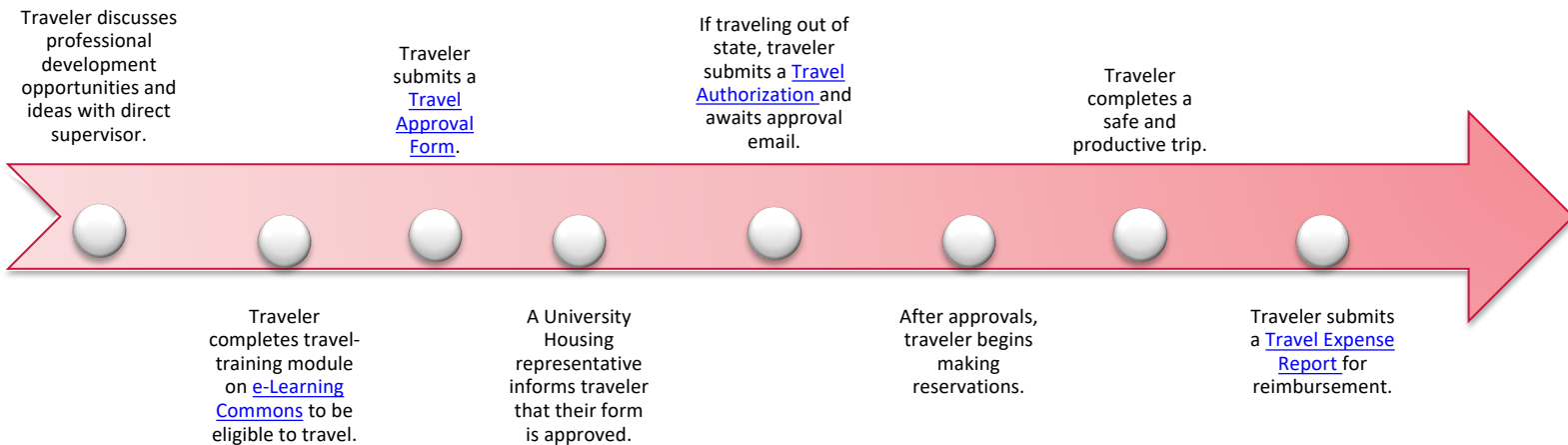
#### I. In-town travel/virtual professional development

- A. Professional development events which require a registration fee
  - Staff should draft an email and send it through the supervisory chain up to the executive director level to request in-town travel, on-campus events, or virtual events (which require a registration fee) for professional development purposes.
  - After executive director approval is obtained, the employee may register for the event using the instructions provided in Section V. Conference registration fees.
  - There will be no reimbursement for parking or other similar expenses for on-campus or in-town parking in relation to professional development events.
  - A travel authorization (TA) is not required.

#### II. Job-related errands and business meetings outside of Athens-Clarke County/Oconee County

- If traveling outside of Athens-Clarke County/Oconee County for job-related errands, notify supervisor via email. A University vehicle is the preferred method of transportation.
- If traveling outside Athens-Clarke County/Oconee County for business meeting (e.g. networking event in Atlanta, professional development conference), complete in-state travel process.

### III. In-state and out-of-state travel



1. Staff should discuss travel interests with their direct supervisor.
2. Staff should complete travel-training module on [e-Learning Commons](#) to be eligible to travel.
3. Once staff secure supervisory approval from their direct supervisor, they should determine method of travel and research associated travel costs. Please reference the UGA travel policy above to determine method of travel and research associated travel costs. All employees should use the most economical transportation possible unless special circumstances are present.
4. Staff member should complete a Travel Approval JotForm, <https://form.jotform.com/213223885201145>
5. Upon submission, the traveler 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.
  - a. The HBHR accountant will either send the form back for revisions or approve and route the PDF through DocuSign for approval.
  - b. Approval emails will come from [dse\\_na2@docusign.net](mailto:dse_na2@docusign.net) and display the name "Housing - Business via DocuSign"
    - i. 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.
6. After executive director approval,
  - a. No-cost travel: Traveler can begin making travel arrangements at this point. Travelers do not need to enter a no-cost travel authorization in PeopleSoft.
  - b. In state travel with costs: Traveler can begin making travel arrangements at this point. Travelers do not need to enter an in-state travel authorization in PeopleSoft.
  - c. Out-of-state travel with costs: Traveler will log into PeopleSoft to complete an out-of-state travel authorization. Travelers can access the PeopleSoft system at [financials.onesource.uga.edu](https://financials.onesource.uga.edu). For information about completing a travel authorization in the

PeopleSoft system, please reference the [UGA Knowledge Base](#). The traveler can begin making travel arrangements after the PeopleSoft travel authorization is approved.

- i. Do not include registration fees in PeopleSoft travel authorization.
- ii. 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.
- iii. The traveler's direct supervisor and the HBHR fiscal affairs manager will approve all TAs in PeopleSoft.

**IV. It is the traveler's responsibility to track approval status throughout the travel process.**

**V. Conference registration fees:** After approval is granted per one of the above scenarios, an employee may fill out the Purchasing Approval Form to request registration for an event. An employee may only be reimbursed for this registration if approved by the Housing Business Office.

**VI. 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 Housing Business Office if you are looking for an out-of-state hotel that will direct bill UGA.

**VII. Reimbursable travel expenses:**

- A. When a traveler returns to campus, they should complete and submit an expense report in the PeopleSoft system. Travelers can access the PeopleSoft system at [financials.onesource.uga.edu](#). Travelers should complete the expense report within 30 days of the traveler's return to campus. For information about completing an expense report in the PeopleSoft system, please reference the [Expense Report Guide](#).
1. If traveling for professional development, use HSGEDPD, HSGFACPD, HSGRPSPD or HSGASCPD. This adds "PROFDEV" into ChartField 1 to track professional development expenses.
- B. After submission, the employee's direct supervisor, HBHR fiscal affairs manager and HBHR accountant will approve each expense report in PeopleSoft.
- C. Employees should anticipate reimbursement within 10 business days. If the amount is not posted to the employee's bank account within that timeframe, the employee should contact the fiscal affairs manager.

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