EMPLOYEE TRAVEL

Section: Business

Policy: University Housing follows the University of Georgia (UGA) Travel Policies (http://www.policies.uga.edu/FA/nodes/view/456/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 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, in-state and out-of-state travel
A. Staff should discuss travel interests with their direct supervisor.
B. Staff should complete travel-training module on e-Learning Commons to be eligible to travel.
C. In-town travel
Staff should draft an email and send it through the supervisory chain up to the director level to request in-town travel and on-campus events for professional development purposes that require a registration fee. The employee may proceed in registering for a conference after director approval is obtained. There will be no reimbursement for parking or other similar expenses for on-campus or in-town parking in relation to conference events. A travel authorization (TA) is not required for in-town travel or on-campus events.
D. In-state and out-of-state travel

Traveler discusses professional development opportunities and ideas with direct supervisor.
Traveler completes travel-training module on e-Learning Commons to be eligible to travel.
A University Housing representative informs traveler that their form is approved.
Traveler completes a travel training module on e-Learning Commons to be eligible to travel.
If traveling out of state, traveler submits a Travel Authorization and awaits approval email.
After approvals, traveler begins making reservations.
Traveler submits a Travel Expense Report for reimbursement.

Traveler submits a Travel Approval Form.
Traveler completes a safe and productive trip.

Traveler submits a Travel Expense Report for reimbursement.
1. 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.

2. Staff member should complete a Travel Approval JotForm, https://form.jotform.com/213223885201145

3. 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 provide the traveler with revisions or route the PDF through DocuSign for approval.
   b. Approval emails will come from 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.

4. 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 in PeopleSoft.
   b. In state travel with costs: Traveler can begin making travel arrangements at this point. Travelers do not need to enter in state travel 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. 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.

5. **It is the traveler’s responsibility to track approval status throughout the travel process.**

II. Conference registration fees: Please reference the Payment of Conference Registration and Related Fees policy for proper payment of conference/workshop registration fees.
III. Hotels/Lodging: Please reference [Hotels with UGA Direct Billing](#) for a list of hotels in Georgia that direct bill UGA.

IV. 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](http://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 direct supervisor and HBHR fiscal affairs manager will approve each expense report in PeopleSoft.

C. HBHR will notify director of reimbursement amount for tracking purposes.

D. Employees should anticipate reimbursement within 10 business days. If the amount does not post to the employee’s bank account within that timeframe, the employee should contact the fiscal affairs manager.

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