

## 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) (<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 up the supervisory chain through the executive director level, even if there are no costs to the university.

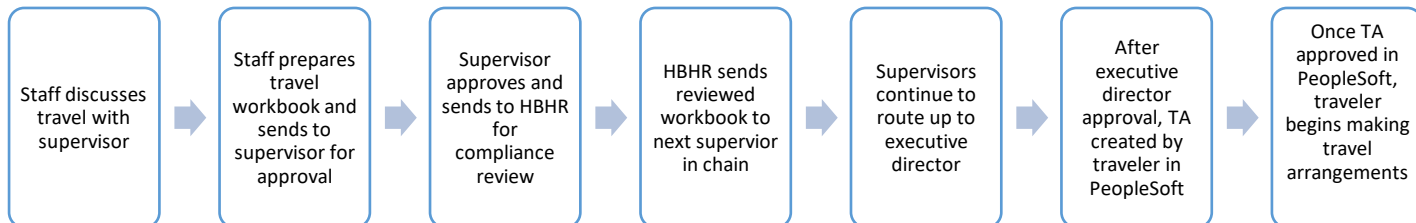
Each employee should complete the travel-training module on [e-Learning Commons](#) to be eligible to travel. The travel training module requirement is only for full-time staff, graduate residents, and doctoral interns. Student staff are not required to complete the module, as their advisors will be responsible for submitting all travel estimates on their behalf. To register for the module, an employee must send an email to request access to their supervisor. The supervisor will forward the email up the supervisory chain to the appropriate director. The Housing Business and Human Resources (HBHR) office will then register the employee for the module and share access information with them.

**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. 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 authority (TA) is not required for in-town travel or on-campus events.
  - C. In-state and out-of-state travel



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.
2. Depending on location of travel, staff should complete either the in state or out-of-state tab in the travel estimation workbook located on the housing website. This will guide in making estimates for costs. For information on how to complete the worksheets, please reference the [Travel Training presentation located on the housing website](#). All employees should use the most economical transportation possible unless special circumstances are present.
3. Staff should email the appropriate (i.e., in state or out-of-state) travel estimation worksheet, a conference agenda and any other supporting documentation to the direct supervisor for approval. If there are no reimbursable expenses anticipated, include a comment in the 'Nature of Official Business' section stating, 'no-cost travel estimation worksheet created for insurance purposes.'
4. Staff should then forward the supervisor approval email, travel estimation worksheet and conference agenda to the HBHR accountant and business manager. They will review and verify that the travel request is in accordance with the UGA travel policy.
5. After HBHR review,
  - a. The HBHR accountant will email the next supervisor in the approval chain and 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. After executive director approval,
    - i. No-cost TAs: traveler can begin making travel arrangements at this point. Travelers do not need to enter a no-cost TA in PeopleSoft.
    - ii. TAs with costs: traveler will log into PeopleSoft to complete an in state or out-of-state travel authorization, depending on location of travel. Travelers can access the PeopleSoft system at [financials.onesource.uga.edu](http://financials.onesource.uga.edu). For information about completing a travel authorization in the PeopleSoft system, please reference the [Travel Training presentation, located on the Housing website](#).
6. The traveler's direct supervisor and the HBHR business manager will approve all TAs in PeopleSoft.
7. **It is the traveler's responsibility to track approval status throughout the travel process. The traveler can begin making travel arrangements after the PeopleSoft TA is approved.**

- II. Conference registration fees: Please reference the [Payment of Conference Registration and Related Fees policy](#) for proper payment of conference/workshop registration fees.
  
- III. 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](https://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 [Travel Training presentation located on the Housing website](#).
  
  - B. After submission, the direct supervisor and HBHR business manager will approve each expense report in PeopleSoft. HBHR will notify director of reimbursement amount for tracking purposes.
  
  - C. 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 business manager.

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