

Travel Reference Guide

Getting Started

New Employees make sure of the following:

- Setup in USGOne Connect by Human Resources.
- Self-registered for travel and expenses reimbursement via PeopleSoft's T&E Module. To register follow handout "Accessing GeorgiaFirst Financials"
- Read the MGA Travel Policy located at the following location
(1)– Go to www.mga.edu, (2) – From Menu - Click on "Faculty & Staff" (3) - Click on "Policies Manual" under Administrative Resources title located on the far right, (4) – Click Section 7 Finance & Business - Section 7.6 Travel for a quick link - <http://policies.mga.edu/policy-manual/section-7-finance-business/7-6-travel/>

All Employees

Which System Do I Use?

PeopleSoft Travel & Expense Center, referred to as the T&E Module.

- <https://www.usg.edu/gafirst-fin/>
Login to the T&E Module located at the following locations:
 - <https://www.mga.edu/finance/travel.php> Chose "T&E Module" or
 - www.mga.edu
(1)– Go to www.mga.edu, (2) – From Menu -Click on "Faculty & Staff"
(3) – Click on "T&E Module" last button in middle section

Who Do I Call For Help?

	Office of Accounting Services	
Jessica McHolan, Campus Financial Services Manager	jessica.mcholan@mga.edu	478-934-3024
Christy Colvin, Director of Accounting Services	christy.colvin@mga.edu	478-757-3602

Before You Travel

1) Do I have Approval to Travel?

- You must obtain approval from your supervisor to travel.
- One-time travel authorization in the case of those individuals required to make overnight trips in-state and for all out-of-state. The required Travel Authorization Form is located at https://www.mga.edu/finance/docs/Travel_Authorization.pdf

2) Is there a registration fee?

Registration fees can be paid:

- Requested with ePro – Completed registration form and documentation of Tax ID is required (note on registration form or W-9) to be submitted to Accounts Payable
- By employee and reimbursed with other travel expenses after travel occurs through T&E
- Internal Registrations: Send registration form with approvals to Christy Colvin (i.e. Registrations for events held in the MGA Conference Center)

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3) Are meals covered in my travel expenses?

- Meals are covered if required travel is for overnight stay either in-state or out-of-state. Specific details are addressed in the MGA Travel Policy.
- Eligible meals are reimbursed using per diem amounts referenced on MGA website under Office of Accounting Services - Travel or quick link – <https://www.mga.edu/finance/travel.php>
- Meals provided are to be entered on a separate line from the full day's per diem. Job Aid can be found at the above referenced quick link.

4) Do I need a Cash Advance?

Eligible employees may request an advance before an official business trip (i.e. student meals) to cover expenses which will be ultimately reimbursed by the State. In compliance with the Statewide Travel Policy which was developed in accordance with Internal Revenue Service (IRS) requirements for an "Accountable Plan", per IRS Rule 1.62-2(g)(2), an advance will be provided to the employee no more than 30 days prior to travel.

- Complete a Cash Advance Request via the T&E Module.

Cash advances **will not** be processed for the following requests:

- Travel Expenses under \$100
- Meals
- Mileage and Fuel
- Annual salary of \$50,000 or more per OPB(State) policy. MGA policy is \$40,000 or more. \$40,001 to \$50,000 can be advanced with VP approval.

While You Travel

What documentation do I need to keep?

- Retain copies of following receipts: hotel, parking, airfare, taxi, and other ground transportation.
- Meals receipts are not required for T&E Module but you may want to keep copies of meal receipts for your own records. You cannot submit meal reimbursement for meals that are included in any registration fees.
- Keep and submit a full copy of conference agenda or itinerary showing which meals are included with the registration fee.
- If driving personal vehicle, **keep mileage records**. A sample mileage log is available on MGA website under Office of Accounting Services- Travel - <https://www.mga.edu/finance/documents.php> Odometer readings are not required.

After You Travel

Where and how do I complete an expense report?

- Complete an expense report electronically via PeopleSoft T&E Module showing actual expenses incurred during your travel, except for meals which will be reported using per diem amounts.
- Do not include registration fees that were paid with a pcard or with an MGA check. Only include registration fees if seeking reimbursement for these. Scan and upload in Adobe .pdf format all required documentation as attachments to expense report.
- Employees are required to submit travel expenses via the T&E Module ideally within 10 days after return and no later than 45 days after the trip or event. Travel expenses

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submitted more than 60 days, if reimbursed, should be included in the traveler's IRS W-2 as taxable income.

Preparation

Travel Tips

Travel Expense Reports are reviewed and processed by the Office of Finance throughout the week. Approvals are required no later than noon on Tuesdays and Thursdays for payment in that day's travel run.

Travel Authorization

- Complete after researching the total cost of each travel expense for discussion with Budget Manager in obtaining the Approved Dollar Amount for reimbursements. MGA website link : https://www.mga.edu/finance/docs/Travel_Authorization.pdf

Flight Tickets

- Book Flights early
- Check Conference website for Promotion Codes Discounted flights
- Per State guidelines, Office of Finance, Joy Campbell can purchase flight tickets 30 days prior.
- Receipt should provide Airline provider along with detailed flight dates, numbers and destinations.
- Upgrades (i.e. Delta Comfort+) are not reimbursable per State Policy.
- Travel Insurance or Protection Plans are not reimbursable per State Policy.

Lodging

- Airbnb is not acceptable as a lodging provider per State Policy and non-reimbursable.
- Book early and request Government/Conference room rates or utilize Convention Codes.
- Hotel Tax Exemption Form should be provided at check-in or check-out only.
- Third party booking sites, such as booking.com or priceline, are not recommended as they cannot provide the required itemized receipts.

Meals

- Meal per diems are reimbursed at 75% for first/last day of in-state and out-of-state overnight travel.
- For single day in state travel, meal per diem **is not** provided per IRS guidelines and USG policy.

Non Reimbursable Expenses:

- Tips for Baggage Porters and Valet Parking
- Room Service meals, beverages or entertainment programming

Preparation

Cash Advances

Required documentation is uploaded as attachments to Cash Advance:

- One to One - Cash Advance per Event
- Team Roster of Participating Athletics for event, (i.e. game, match, tournament.)
- Travel Authorization with Location/Game

Travel Expense Reports

Required documentation scanned and uploaded as attachments to Expense Reports:

- Travel Authorization – Signed by Traveler and Department Head/Budget Manager
- Conference Agenda or Itinerary
- Lodging - Hotel Receipt, with an itemized breakdown of costs such as room charge, parking, WIFI, laundry, etc.; Important Note: Employee/Non-Employee Expenses and Parking should be listed as separate entries on T&E report. Please note that booking sites do not produce the required documentation to adhere to State policy. Book directly with the hotel.
- Airline Ticket Receipts with arrival/departure dates and locations and fee amount. If in foreign currency, exchange rate and currency conversion to USD should be included. Source and date of exchange value should be provided.
- Registration Fees - Receipt with event date and paid fee amount.
- Rental of motor vehicles – Receipt
- Parking receipts with date and fee amount Team Meal Per Diem Record

Attachments must be included in the Expense Report

- Scanned attachments of receipts or other documentation must be uploaded into the Expense Report through the “Attachments” link and will stay with the Expense Report. The traveler has to upload the attachment – this cannot be done by the Office of Accounting Services. If documentation is omitted, the report will be sent back for the traveler to upload the documentation. All receipts and other documentation are required to be submitted this way and not through email.

Mileage Calculations

MILEAGE EXAMPLE #1

Colvin, Christy

1234 Vineville Avenue
Macon, GA 31204
Christy.colvin@mga.edu
Home Campus: Macon

ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101
ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101
ABCD 112-57 Full MW 2:00 - 3:15 PSC312
ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00
T/R 9:00-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays and Thursdays, she does not come to the Macon campus prior to traveling to the Warner Robins campus for office hours and class. Her mileage should be calculated as such:

Miles from home to WRC – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to WRC= 19mi
Vineville Ave to Home Campus (Macon) = <7mi> Commute
Net Miles for Reimburse = 12mi- One Way

Roundtrip reimbursement would be 24 miles total.

MILEAGE EXAMPLE #2

Colvin, Christy

1234 Vineville Avenue
Macon, GA 31204
christy.colvin@mga.edu
Home Campus: WRC

ABCD 213-31 Full TR 8:00 - 9:15 WRC1, 101
ABCD 213-32 Full TR 12:30 - 1:45 WRC1, 101
ABCD 112-57 Full MW 2:00 - 3:15 PSC312
ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00
T/R 9:00-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Warner Robins** by the chair of her department. On Mondays and Wednesdays, she does not come to the Warner Robins campus prior to traveling to the Macon campus for office hours and class. Her mileage should be calculated as such:

Miles from home to Macon Campus – Normal commute Miles to Home Campus = Miles Entitled for Reimbursement

Vineville Ave to Macon Campus= 7 mi
Vineville Ave to Home Campus (WRC) = <19mi> Commute
Net Mi for Reimburse = **<12mi>- One Way**

Christy is NOT entitled to mileage as her daily commute mileage is greater!

Mileage Calculations

MILEAGE EXAMPLE #3

Colvin, Christy

1234 Vineville Avenue

Macon, GA 31204

christy.colvin@mga.edu

Home Campus: Macon

ABCD 213-31 Full TR 8:00 - 9:15 PSC312

ABCD 213-32 Full T 12:30 – 3:00 WRC1, 101

ABCD 112-57 Full MW 2:00 - 3:15 PSC312

ABCD 112-58 Full MW 3:30 - 4:45 PSC312

M/W 12:00-2:00

T/R 10:30-12:15 WRC

Christy is teaching at both the Macon and Warner Robins campuses for the Fall Semester. Her home campus is designated as **Macon** by the chair of her department. On Tuesdays she teaches at both the Macon and Warner Robins campuses. Her mileage should be calculated as such:

Miles from Macon Campus to WRC + (Miles from WRC to residence – Normal commute Miles to Home Campus)
= Miles Entitled for Reimbursement

Miles from Macon Campus to WRC=	22mi
Miles from WRC to residence =	+19mi
Normal commute Miles to Home Campus(Macon) =	<u>- 7mi</u>
Net Miles for Reimburse =	34mi

****For this example, the commute mileage is only deducted on the return trip as Christy began her day on the Macon campus****

Exceptions include:

- If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
- If an employee does not regularly travel to an office (home campus) from his/her residence (i.e., the residence is “home campus”), the requirement to deduct normal commuting miles does not apply.