



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.16	Travel Expense Statement	07/01/2007	

I. Overview

The State of Georgia Employee Travel Expense Statement is the College’s official document used to reimburse travelers for expenses incurred while on travel. Upon completion of the travel, the traveler must prepare a travel expense statement, sign the statement, obtain the supervisor’s approval, and submit to the Business Office for payment. The expense statement must include **original** receipts for hotel room, car rental, airline tickets, and incidental expenses. Please note that a travel expense statement must be filed at the end of travel even if there are no expenses to be reimbursed to the travel. Travel expense statement must be filed within **ten (10) working days after a trip.**

II. Procedures

DEPARTMENT: Indicate the department for which the traveler was traveling for.

FOR PERIOD: Indicate the “from” and “thru” period for which this request for reimbursement of travel expenses is for.

NAME: Enter the traveler’s name.

TITLE: Enter the traveler’s job title.

HEADQUARTERS: Enter the city, county and state that the traveler is headquartered out of.

SOCIAL SECURITY NUMBER: Verify the traveler’s social security number before submitting the travel expense statement to the Business Office. Please contact the Business Office for further instructions for foreign travelers who may not have a social security number.

BUS. PHONE: Enter the traveler’s business phone number and extension.

RESIDENCE: Enter the traveler’s home address, including city, state and zip code.



TRAVEL INFORMATION: For each day of travel indicate the date and itemize the city location of each meal and the actual cost incurred as well as the city location where lodging was incurred and the actual expense per night. For the first day of travel, indicate the departure time from the traveler's headquarters and the arrival time at the destination. For the last day of travel, indicate the departure time from the city of destination and the arrival time at the traveler's headquarters. ***Note: If the employee is traveling to more than one location during their travels, please indicate the departure and arrival times between each location.***

TOTAL SUBSISTENCE: Enter the total of lodging and meal expenses incurred.

COMMON CARRIER EXPENSE: Enter the expense incurred from airline, bus, train, taxi, or subway expenses. Detail these expenses in the appropriate location on the back of the form.

MISCELLANEOUS EXPENSES: Enter the total cost incurred for any miscellaneous expenses incurred as part of doing business while traveling. Detail these expenses on the back of the form in the area indicated.

STAE USE MILEAGE: Indicate the number of miles traveled on State/College business. Detail all mileage records on the back of the form in the area provided. If the traveler has used their personal vehicle to travel in, please indicate the \$.485 per mile on the line provided and calculate the total reimbursement due back to the employee (i.e.: number of miles traveled on College business times \$.485 per mile).

SIGNATURE: The traveler must sign and date the forms where indicated.

APPROVED: The traveler's supervisor must sign and date the form. The second area for approval is for the Vice President of Business Affairs approval of the travel expenses being requested for reimbursement.