FREQUENTLY ASKED QUESTIONS

1. **VALET PARKING**
   a. Valet parking is not reimbursable if self-parking is available. There are a few exceptions. If you feel that the parking garage is in an unsafe location, you may use valet parking. An explanation will need to be submitted with the travel statement explaining why you are using the valet parking when self-parking is available. Also, if you are presenting at a conference and have a large amount of presentation material that needs to be unloaded, you may use valet parking. An explanation will need to be included with the travel statement.

2. **AMERICANS WITH DISABILITIES ACT**
   a. All State employees are afforded equal opportunity to perform travel for official State business even if the travel costs even if the costs exceed what would normally be most economical to the State. If the traveler has a disability requiring special travel accommodations, he/she will need to contact the Human Resources Office to receive authorization.

3. **MEALS PROVIDED AT THE CONFERENCE**
   a. If a continental breakfast, lunch, dinner, or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must reduce the per diem by the appropriate allowance amount.

4. **INDIVIDUAL MEMBERSHIPS**
   a. Individual memberships are not reimbursable. There are a few exceptions. If the traveler is required to become a member of the organization in order to attend a conference, the individual membership can be reimbursed. The traveler must submit documentation showing the membership is a requirement. If Georgia Southern or the State of Georgia requires the membership as part of employment, the membership can be reimbursed. The traveler must submit documentation showing that the membership is a requirement. We can also reimburse an individual membership if it represents a cost savings to Georgia Southern. For example, assume you are attending a conference and the cost of registration for members is $500 and the cost of registration for non-members is $750. The cost of the individual membership is $200. In this case the individual membership will be reimbursable because it will save Georgia Southern $50. The $500 registration fee plus the $200 membership totals only $700, which is cheaper than the $750 it will cost not to become a member. If the cost of the membership was $300, the individual membership will not be reimbursable because it would cost $800 to attend the conference as a member and only $750 to attend as a non-member. The traveler will need to provide documentation showing what the registration rates are members and non-members.

5. **ROUTING FORMS**
   a. Forms should be routed through the appropriate departments before being sent to Accounts Payable. If the forms do not contain all appropriate signatures before being
sent to Accounts Payable, the paperwork will be returned to the department. If the traveler received a traveler a travel award, please contact Tabitha Irvin concerning the correct routing process for the paperwork.

6. ENTERPRISE, HERTZ, AND BURNS WORLD TRAVEL CHARGES
   a. When making reservations through Burns World Travel and Hertz, you must give your speed chart to the employee making your reservation. When making your reservation online through Enterprise, you must enter your speed chart. When Accounts Payable receives the invoices from these businesses, we will send an e-mail to the traveler and the budget approver (or the budget approver’s supervisor if the traveler is the budget approver) notifying them of the upcoming charges. A scanned copy of the invoice will be sent as an attachment with the email. The budget approver will have 5 business days to notify Accounts Payable if the charges are not approved. After five business days, the charges will be expensed to the appropriate budgets. All funding sources should be in place that the time the reservation is made. This will prevent budget checking errors.

7. CREDIT CARD RECEIPTS
   a. The traveler is expected to submit all receipts with his/her paperwork. Credit card receipts cannot be provided in lieu of the actual receipt. There are a few exceptions. If the traveler misplaces the receipt, he/she can provide the credit card statement as proof of payment. A detailed note will have to be provided explaining that the receipt was lost. Also, if a receipt is not given from the business, we can accept the credit card statement. A detailed note will have to be provided with the paperwork explaining why the credit card statement is being submitted.

8. LODGING RECEIPTS
   a. The traveler is required to provide the final lodging receipt from the hotel. This final bill will have the itemized amounts listed. We cannot accept the lodging confirmation bill in place of the final bill from the hotel.

9. GROUP TRAVEL/NON-EMPLOYEE TRAVEL
   a. The same travel regulations are applicable for group travel, non-employee travel, and candidate travel. There are no exceptions.

10. COMMON TRAVEL ERRORS
    a. The most common travel errors are
       i. Speed chart not included
       ii. No explanation given for valet parking
       iii. International receipts not labeled and converted
       iv. List of travelers not provided for group travel
       v. Georgia per diems not correct
       vi. Travelers call Enterprise rather than making the reservation online
       vii. Travelers have out-of-state rentals direct-billed
       viii. Purpose of travel not detailed enough
       ix. Forms are not routed to all approvers before being sent to Accounts Payable
       x. No explanation why credit statement is being submitted in lieu of receipt
11. INCIDENTALS FOR DOMESTIC TRIP

a. Since incidentals are not automatically included in the per diem for domestic trips, the traveler actually has to incur the expense and list it separately in the Miscellaneous Section on page 2 of the travel statement. See below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>(Points Visited)</th>
<th>STATE-USE MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2014 From To</td>
<td>Statesboro, GA to Savannah, GA</td>
<td>60.00</td>
</tr>
<tr>
<td>10/5/2014 From To</td>
<td>Savannah, GA to Statesboro, GA</td>
<td>60.00</td>
</tr>
</tbody>
</table>

TOTALS 120.00

Transfer total State use miles to travel expenses section (front side) for computation of amount of the prescribed State Mileage rate.

PURPOSE OF TRIP:
(Please include a list of attendees, if appropriate, and detailed purpose of travel. If you attended a conference please list the full conference name also. It's recommended (but

To attend XYZ conference in Philadelphia, PA

<table>
<thead>
<tr>
<th>PREPAID EXPENSES- PAID BY GSU: (Explain, attach receipts)</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

TOTAL AMOUNT (Enter in appropriate line of above expense section) $ -

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMON CARRIER (AIRFARE, TAXI, TRAIN, TOLLS, BAGGAGE, ETC.) (Explain, attach receipts)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2014</td>
<td>Tip for Taxi</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>10/2/2014</td>
<td>Tip for Maid Services</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>10/3/2014</td>
<td>Tip for Bellhop</td>
<td>$ 5.00</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT (Enter in appropriate lines of above expense section) $ -

<table>
<thead>
<tr>
<th>DATE</th>
<th>MISC (PARKING, REGISTRATION, ETC.) (Explain, attach receipts)</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

TOTAL AMOUNT (Enter in appropriate lines of above expense section) $ 15.00

~ 53 ~