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College of Agricultural and Environmental Sciences
Crop and Soil Sciences

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Travel & Expense Compliance Packet
Required Acknowledgement Prior to Travel

Purpose
This packet provides required University of Georgia travel, vehicle, and expense compliance information. All individuals traveling on behalf of the University of Georgia or using University, grant, or sponsored funds must review these materials **before booking travel**.

What This Packet Includes

1. **Before You Book Anything – Travel Reminder**
   A one-page summary highlighting critical travel requirements and common compliance issues.
2. **UGA Travel, Vehicle, and Expense Compliance Guide**
   The official reference outlining allowable travel practices, booking requirements, and reimbursement rules.
3. **Travel Policy Acknowledgement Form**
   A required acknowledgement confirming receipt and understanding of UGA travel policies.

Travel arrangements that do not comply with UGA and State of Georgia travel policies may result in **non-reimbursable or taxable expenses**.

Questions or Assistance
For questions regarding travel requirements, approvals, or compliance, please contact:

Athens campus - Samantha Starnes - Samantha.Starnes@uga.edu
Griffin campus – Becky Wood – Rebecca.Wood@uga.edu
Tifton campus – tifbus-css@uga.edu

This packet is intended to support compliance with University of Georgia, State of Georgia, and IRS accountable plan travel requirements. It does not supersede official policy guidance, which is subject to change.

BEFORE YOU BOOK ANYTHING

UGA Travel Compliance Reminder

Failure to comply with UGA and State of Georgia travel policies may result in non-reimbursable or taxable expenses.

- Do NOT book travel prior to Travel Authorization approval (when required)
- Airfare must be booked directly with the airline (no third-party sites)
- Only approved airfare classes may be selected
- Airbnb, VRBO, HomeAway, and similar lodging are NOT permitted
- Use approved rental vendors and UGA account codes only
- Itemized receipts are required for all expenses
- Expense reports must be submitted within 60 days

Questions before booking? Contact the Business Office

Athens campus - Samantha Starnes – Samantha.Starnes@uga.edu

Griffin campus – Becky Wood – Rebecca.Wood@uga.edu

Tifton campus – tifbus-css@uga.edu

UGA Travel, Vehicle, and Expense Compliance Guide

Purpose

This guide provides official University of Georgia travel, vehicle, and expense compliance guidance. It is intended to ensure adherence to UGA and State of Georgia policies, reduce reimbursement delays, and prevent non-reimbursable or taxable expenses.

1. Travel Authorization (Required)

- **Out-of-State Travel:** A Travel Authorization (TA) must be submitted and fully approved no later than three (3) business days prior to travel.
- **In-State Travel:** A TA is typically not required, however can be required when mandated by the department, funding source, or travel circumstances.
- Travel arrangements should not be booked prior to TA approval.

2. General Travel Policy Requirements

- Travelers are responsible for reviewing and complying with UGA Travel Basics prior to making any purchases.
- Third-party booking services are not permitted (e.g., Expedia, Booking.com, Hotels.com).
- Peer-to-peer lodging is not permitted, including Airbnb, VRBO, HomeAway, or similar platforms.
- Itemized receipts are required for all expenses.

3. Airfare Booking Requirements

Approved Booking Method

- Airfare must be booked **directly with the airline.**

Approved Fare Classes (Delta Example)

- Allowable: Delta Main Basic, Delta Main Classic
- Not Allowable Without Documentation: Delta Main Extra or higher fare classes

If only higher fare classes are available:

- A cost comparison showing the unavailability or higher cost of Main Basic or lower fares must be documented.
- A screenshot of the comparison must be retained and submitted with the expense report.

Required Documentation

Itemized airfare receipt showing passenger name, travel dates, fare class, and total cost.

4. Lodging Requirements

Allowable

- Standard commercial hotels booked directly with the lodging provider.

Not Allowable

- Airbnb
- VRBO
- HomeAway
- Any peer-to-peer or third-party lodging service (i.e., Expedia, Kayak, etc)

5. Vehicle and Ground Transportation Options

A. FMD Automotive Rentals (UGA Fleet)

- Appropriate for: Campus or local travel needs
- Reservations: https://fmd.uga.edu/departments/automotive/rental/

Fuel Card Procedures

1. Locate the assigned fuel card in the vehicle.
2. Record beginning mileage prior to fueling.
3. Fuel only at state-approved stations.
4. Enter the assigned driver PIN when prompted.
5. Retain the printed fuel receipt.

B. Rental Vehicles (Direct-Bill Accounts)

Vendor	Approved Use	Account Code
Enterprise	General rental needs	03HUG18
Hertz	Alternate rental option	0001408169 – UGA CAGT

State of Georgia rental regulations apply. Optional upgrades not permitted unless specifically justified and approved.

C. Groome Transportation

- Approved airport shuttle service
- **Account Code:** UGA311

6. Teaching Vehicle Reservations

Teaching vehicles must be reserved in advance using the CSS SignupGenius system: https://www.signupgenius.com/go/9040549A4A82AA4F94-cssvehicle#/

7. Expense Reporting Requirements

- Itemized receipts are required for all expenses.
- Expense reports must be submitted within sixty (60) calendar days of the trip end date.
- Expenses submitted after 60 days are considered taxable income per IRS regulations.

8. Common Causes of Expense Report Denial

- Missing or non-itemized receipts
- Use of third-party booking services
- Unapproved airfare class without cost comparison
- Unapproved lodging
- Missing or late Travel Authorization

9. Pre-Submission Compliance Checklist

☐ Travel Authorization approved (if required)
☐ Airfare booked directly with airline
☐ Approved fare class selected or cost comparison documented
☐ Approved lodging used
☐ Correct rental or transportation account codes applied
☐ Itemized receipts retained
☐ Expense report submitted within 60 days

10. Assistance

For questions prior to booking or submitting expenses, contact:

Athens campus - Samantha Starnes - Samantha.Starnes@uga.edu

Griffin campus – Becky Wood – Rebecca.Wood@uga.edu

Tifton campus – tifbus-css@uga.edu

Failure to comply with UGA and State of Georgia travel policies may result in delayed reimbursement or non-reimbursable expenses.

University of Georgia – Crop and Soil Sciences – Travel Policy Acknowledgement Form

Policy Acknowledgement

By signing below, I acknowledge and understand that:

- Required Travel Authorization (TA) must be approved prior to travel.
- Travel must not be booked before TA approval, when required.
- Airfare must be booked directly with the airline; third-party booking sites are not permitted.
- Airbnb, VRBO, HomeAway, and similar lodging services are not permitted.
- Only approved airfare classes may be selected unless required documentation is provided.
- Itemized receipts are required for all reimbursable expenses.
- Expense reports must be submitted within 60 days of travel completion; late submissions may be treated as taxable income.
- Failure to comply may result in non-reimbursable expenses or delayed reimbursement.

I understand that it is my responsibility to contact the Business Office before booking travel if I have questions regarding compliance.

Acknowledgement and Certification

I certify that I have reviewed the UGA Travel Compliance Guide and related materials and agree to comply with all applicable travel and expense policies.

Printed Name: ________________________

UGA ID / Student ID (if applicable): _________________

Role: ☐ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate Student ☐ Other:___________

Signature: __________________________

Date: ________________

Questions or Clarification

For questions regarding travel policies or required approvals, please contact:

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Griffin campus – Becky Wood – Rebecca.Wood@uga.edu

Tifton Campus – tifbus-css@uga.edu

This acknowledgement does not supersede official University of Georgia or State of Georgia travel policies. Policies are subject to change and will be enforced in accordance with current guidance.

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