GSU TRAVEL TIPS

THINGS YOU ASK

THINGS WE SEE
Your Travel Team

Travel Advances, Prepayments, Reimbursements

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Iris Christie
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Contact – accounts payable@gsu.edu
Topics

Incidental Expense Reporting
Miscellaneous Expense Reporting
Highlights of Revised Travel Expense Statement
Determining Eligible Business Mileage
Questions & Answers
Meals and Incidental Travel Expenses

**In-state travel per diem rates** include the cost of meals, taxes and tips on meals.  
(Incidentals are not included.)

**Out-of-state travel per diem rates** include the cost of meals, taxes and tips on meals. These rates, as well as a breakdown by meal, can be found on the GSA website.  
(Incidentals are not included)
INCIDENTAL TRAVEL EXPENSES or INCIDENTALS are actual expenses such as fees and tips given to --

- porters
- baggage carriers
- bellhops
- hotel housekeeping
- flight attendants
- hotel staff
Incidentals

DOMESTIC
Meal per diems include the cost of meals, taxes and tips on meals. (Incidentals are not included.)

Reasonable incidental travel expenses, also known as incidentals, are reimbursed separately from Per Diem Rates for In State or Out of State travel.

Do not include incidentals in Per Diem Rates

INTERNATIONAL
Meal per diem rates include the cost of meals, taxes, tips on meals and other travel incidental expenses.

*Include International incidentals in the Miscellaneous Section of TES

Do not include incidentals in Per Diem Rates*
### Reporting Incidental Expenses for Domestic Travel

**Table: Miscellaneous Travel Expenses**

<table>
<thead>
<tr>
<th>Date</th>
<th>Airfare or Car Rental</th>
<th>Parking</th>
<th>Tips for Transportation</th>
<th>Tips for Lodging</th>
<th>Carrier/Taxi Shuttle</th>
<th>BAGGAGE FEES $ (Limited to 1 Bag/Trip)</th>
<th>Other Trvl Misc. Expense</th>
<th>Identify Other Misc Expense from previous column</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2016</td>
<td>$252.74</td>
<td>$12.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$15.00</td>
<td>$25.00</td>
<td>$10.00</td>
<td>Internet</td>
<td>$320.74</td>
</tr>
<tr>
<td>09/22/2016</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$3.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>09/23/2016</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$15.00</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>$58.00</td>
</tr>
</tbody>
</table>

| Misc. Totals | $252.74               | $36.00  | $6.00                    | $9.00            | $30.00               | $50.00                                | $10.00                  |                                               | $393.74 |

**Check here if airfare was pre-paid by GSU:**

- [ ] Yes
- [ ] No

**Total Misc. Expense = $393.74**
### Reporting Incidental Expenses for International Travel

<table>
<thead>
<tr>
<th>Date</th>
<th>Airfare or Car Rental</th>
<th>Parking</th>
<th>Tips for Transportation</th>
<th>Tips for Lodging</th>
<th>Carrier/Taxi Shuttle</th>
<th>BAGGAGE FEES (Limited to 1 Bag/Trip)</th>
<th>Other Trvl Misc. Expense</th>
<th>Identify Other Misc Expense from previous column (Internet, Toll...)</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2016</td>
<td>$1,200.00</td>
<td>$12.00</td>
<td>$15.00</td>
<td>$25.00</td>
<td>$37.00</td>
<td></td>
<td>Internet $10 Incidentals $27</td>
<td>Incidental $39.00</td>
<td>$1,289.00</td>
</tr>
<tr>
<td>09/22/2016</td>
<td>$12.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$27.00</td>
<td>Incidental $79.00</td>
<td>$39.00</td>
</tr>
<tr>
<td>09/23/2016</td>
<td>$12.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$27.00</td>
<td>Incidental $79.00</td>
<td>$79.00</td>
</tr>
<tr>
<td><strong>Misc. Totals</strong></td>
<td><strong>$1,200.00</strong></td>
<td><strong>$36.00</strong></td>
<td><strong>$-</strong></td>
<td><strong>$-</strong></td>
<td><strong>$30.00</strong></td>
<td><strong>$50.00</strong></td>
<td><strong>$91.00</strong></td>
<td><strong>Internet $10 Incidentals $27</strong></td>
<td><strong>$1,407.00</strong></td>
</tr>
</tbody>
</table>

CHECK HERE IF AIRFARE WAS PRE-PAID by GSU:  
- Yes ☑ No ☐  

Total Misc. Expense = **$1,407.00**
MISCELLANEOUS TRAVEL EXPENSE is a necessary and reasonable expense incurred by a State employee while traveling on official business. This term does not apply to meals, lodging, mileage, or transportation costs [i.e, airfare, car rental]. Examples include -

- Reasonable incidental travel expenses, also known as incidentals, are reimbursed separately from Per Diem Rates for In State and Out of State travel
- Business related phone calls, faxes, and internet usage charges
- Transportation costs from lodging or businesses to restaurants
- Parking
- Currency conversion fees
# Reporting Miscellaneous Expenses for Domestic Travel

<table>
<thead>
<tr>
<th>Date</th>
<th>Airfare or Car Rental</th>
<th>Parking</th>
<th>Tips for Transportation</th>
<th>Tips for Lodging</th>
<th>Carrier/Taxi Shuttle</th>
<th>BAGGAGE FEES $(Limited to 1 Bag/Trip)</th>
<th>Other Misc Expense</th>
<th>Identify Other Misc Expense from previous column (Intern, Toll...)</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/21/2016</td>
<td>$ 252.74</td>
<td>$ 12.00</td>
<td>$ 3.00</td>
<td>$ 3.00</td>
<td>$ 15.00</td>
<td>$ 25.00</td>
<td>$ 10.00</td>
<td>Internet</td>
<td>$ 320.74</td>
</tr>
<tr>
<td>09/22/2016</td>
<td>$ 12.00</td>
<td>$ 3.00</td>
<td>$ 15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 58.00</td>
</tr>
<tr>
<td>06/23/2016</td>
<td>$ 12.00</td>
<td>$ 3.00</td>
<td>$ 3.00</td>
<td>$ 15.00</td>
<td>$ 25.00</td>
<td></td>
<td></td>
<td></td>
<td>$ 58.00</td>
</tr>
</tbody>
</table>

**Misc. Totals**: $ 252.74 | $ 36.00 | $ 6.00 | $ 9.00 | $ 30.00 | $ 50.00 | $ 10.00 | $ 393.74

CHECK HERE IF AIRFARE WAS PRE-PAID by GSU:  
☐ Yes ☐ No  

Total Misc. Expense = $ 393.74
# Reporting Incidental Expenses for International Travel

**Miscellaneous Travel Expenses**

- Financial data must be provided for expenses $25 or greater. 
- **Date**: 
  - 09/21/2016: $1,200.00 + $12.00 Parking + $15.00 Tips for Transportation + $25.00 Baggage Fee + $37.00 Misc. Expense + Internet: $10.00 = $1,289.00
  - 09/22/2016: $12.00 Parking + $15.00 Tips for Transportation + $27.00 Incidental Expense = $39.00
  - 09/23/2016: $12.00 Parking + $15.00 Tips for Transportation + $27.00 Incidental Expense = $79.00

**Miscellaneous Totals**

- $1,200.00 Airfare + $36.00 Parking + $0.00 Tips for Transportation + $0.00 Tips for Lodging + $30.00 Baggage Fee + $50.00 Misc. Expense + $91.00 Internet Expense = $1,407.00

**Check Here if Airfare was Pre-Paid by GSU**: Yes

**Total Misc. Expense**: $1,407.00
### Georgia State University Travel Expense Statement

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Address</td>
<td>Used in determining eligible reimbursable mileage and payment remit address</td>
</tr>
</tbody>
</table>

**Residence Address** – used in determining eligible reimbursable mileage and payment remit address
**Highlights of Revised Travel Expense Statement [TES]**

**Georgia State University Travel Expense Statement**

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Location/Primary Work Station</strong></td>
<td>used in determining eligible reimbursable mileage [This drop down field will help identify online or those that work from home]</td>
</tr>
</tbody>
</table>
Determining Eligible Mileage

Actual Total Miles Traveled

Less Commute Miles

= Eligible Reimbursable Miles
Determining Eligible Mileage

Commuter Miles

The miles traveled during normal work schedule from an employee’s residence to the location most frequently associated with work performed outside of that residence (Primary Work Station/Campus). This should be a standard distance that does not change from one reimbursement request to the next.

Mileage to and from Campus
Determining Eligible Mileage

Employee is not required to travel to an office to carry out job duties?

Commute miles do not apply-
All business mileage is eligible for reimbursement.
Campus2Campus Travel

MapQuest not required. Instead, use the Campus2Campus Mileage Chart – linked in TES and in SharePoint

Remember to report commute mileage if actual trip starts or ends at residence.
Non Campus2Campus Travel

MapQuest is required.

Remember to report commute mileage if actual trip starts or ends at residence.
**Example: Residence to local meeting**

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>Points Visited</th>
<th>Odometer</th>
<th>Ending Reading</th>
<th>Total Miles</th>
<th>Miles Traveled</th>
<th>State Use</th>
<th>Business Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17/2016</td>
<td>Residence</td>
<td>Airport</td>
<td>Meeting</td>
<td>with CUPA</td>
<td>30</td>
<td>22</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Airport</td>
<td>ATL Campus</td>
<td></td>
<td></td>
<td>12</td>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

This trip is supported by Commute Mileage trip navigation. NOTE: for illustration, exact ‘make believe address was not entered in start point.
Example: Residence to campus meeting

This trip is supported by the Predetermined Campus2Campus Mileage Chart and trip navigation for Commute mileage when residence is start or end point. NOTE: for illustration, exact 'make believe address was not entered in start point.
The following is an example of how to record the meal per diem for the location Tallahassee, Florida. Important to note, Georgia State agencies must use the (Federal) GSA webpage as a guide, only. Georgia does not allow travelers to use the $5 incidental fee in any calculations.

### Lodging

<table>
<thead>
<tr>
<th>Max lodging by Month (excluding taxes)</th>
<th>Meals &amp; Inc. Exp.*</th>
<th><strong>2013</strong></th>
<th><strong>2014</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Oct</td>
<td>Nov</td>
</tr>
<tr>
<td>83</td>
<td></td>
<td>83</td>
<td>83</td>
</tr>
</tbody>
</table>

First page shows $46, which includes a $5 incidental fee. Deduct the $5 incidental fee— it is not reimbursable to State agencies. **Total Meal Per diem is $41** ($46 - 5).

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46</td>
<td>$7</td>
<td>$11</td>
<td>$23</td>
<td>$5</td>
</tr>
<tr>
<td>$51</td>
<td>$8</td>
<td>$12</td>
<td>$20</td>
<td>$5</td>
</tr>
<tr>
<td>$56</td>
<td>$9</td>
<td>$13</td>
<td>$29</td>
<td>$5</td>
</tr>
<tr>
<td>$61</td>
<td>$10</td>
<td>$15</td>
<td>$31</td>
<td>$5</td>
</tr>
<tr>
<td>$66</td>
<td>$11</td>
<td>$16</td>
<td>$34</td>
<td>$5</td>
</tr>
<tr>
<td>$71</td>
<td>$12</td>
<td>$10</td>
<td>$36</td>
<td>$5</td>
</tr>
</tbody>
</table>

Click on Meals & Inc. Exp to see the breakdown for each meal that relates to the $46 total shown on page 1.

- **$46 - $5 = $41**

For this example: Record $7 for Breakfast, $11 for Lunch, and $23 for Dinner on the TES, for a daily total of $41 (not $46).